



LAWN BOWLS ASSOCIATION OF HONG KONG, CHINA

ADMINISTRATIVE ASSISTANT (PART TIME)

Salary: \$76 per hour (3-4 days a week)

DUTIES

The Administrative Assistant (Part Time) will be responsible for the following duties: -

- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Provide secretarial support

REQUIREMENTS

- Grade E or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination or equivalent; or Level 2 or above in 5 subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination or equivalent;
- Good command of both spoken and written English and Chinese. Ability to speak Putonghua would be an added advantage;
- Able to work independently and under pressure; and
- High level of computer literacy.

APPLICATIONS

Please send full resume with contact telephone number, email, postal address, and availability to assume duties to the **Honorary Secretary, Lawn Bowls Association of Hong Kong, China**, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong, or email: admin@hklba.org on or before **29th February, 2024**.

Applicants who are not invited for interview within two weeks may consider their applications unsuccessful.

General information is available at the website <http://www.hklba.org>.

All applications will be treated in the strict confidence. Personal data collected will be used for recruitment and other employment-related purposes only.

This post is financially subvented by the Hong Kong Sports Institute Limited.