



# HONG KONG LAWN BOWLS ASSOCIATION

## SPORTS ORGANISER HELPER (CONTRACT FOR TEN MONTHS) SALARY : HK\$11,925 PER MONTH

### DUTIES

Reporting to the Sports Executive, the Administrative Assistant will be responsible for the following duties: -

- To assist Association in organising sports events/programmes;
- To support the administration of Association;
- To perform site/programme supervision at the venue; and
- To assist Association in other general duties

### REQUIREMENTS

- 5 passes in HKCEE including English, Chinese at grade E or above; or DSE with four subjects, including Chinese and English language at level 2;
- Possession good communication skills; [Note: Possession of work experience in organizing sport programmes will be an advantage]; and
- Be a Hong Kong Permanent Resident aged 18 or above;

### FRINGE BENEFIT

- Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

### APPLICATIONS

Please send full resume with current salary, contact telephone number, email and postal addresses, and availability to assume duties to the **Honorary Secretary, Hong Kong Lawn Bowls Association**, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or email: [admin@hklba.org](mailto:admin@hklba.org) on or before **12<sup>th</sup> February, 2023**.

Appointment will be on a fixed term contract. General information is available at the website <http://www.hklba.org>.

All applications will be treated in the strict confidence. Applicants who are not invited for interview within six months may consider their applications unsuccessful.

Data collected will be used for recruitment and other employment-related purposes only.