



香港定向總會

Orienteering Association of Hong Kong

國際定向聯盟成員及中國香港體育協會暨奧林匹克委員會會員
Affiliated to: International Orienteering Federation and Sports Federation & Olympic Committee of Hong Kong, China

聯合名譽贊助人： 施德論先生 楊孝華先生 義務法律顧問： 車偉恒律師
Joint Honorary Patron: Mr. John E. Strickland Mr. Howard Young Honorary Legal Advisor: Mr. Allen W.H. Che

Part Time Administrative Assistant (Feeder Training Program)

Salary : HK\$81/ hour

<Negotiable subject to qualification and experience>

Duties

- Undertake Administrative and Clerical Duties in the NSA Office
- Maintain proper filing and accounting records
- Provide secretarial support to the office-bearers and executives of the NSA
- Take charge of the accounting matters of the Scheme
- Outdoor work, overtime and work on holidays are sometimes required.

Requirement

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in the Hong Kong Certificate of Education Examination; or Level 2 or above in five subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination, or equivalent
Remarks: Grade C in English Language (Syllabus A) is recognised as equivalent to Grade E in English Language (Syllabus B)
- Knowledge in Autocad / Photoshop / Illustrator / web design is an advantage.

Application

Apply in writing on **or before 1 June, 2018** with resume email to recruit@oahk.org.hk

You may consider your application unsuccessful if no reply within two weeks.

**** These posts are subvented by the LCSD ****

***** Personal data collected will be used for recruitment purposes only *****