



Hong Kong Table Tennis Association Administrative Assistant

Responsibilities:

- To be responsible for data processing of the Member Registration and Ranking System of the Association;
- To be responsible for handling public enquiry;
- To assist in the organization of Association's programmes;
- To undertake administrative and clerical duties as assigned.
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Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination or equivalent;
- A minimum of 2 years' experience in office administration work is preferable;
- Good PC skills, including MS Word, Excel, PowerPoint;
- Familiar with Photoshop, Illustrator, AI, or 3D software will be an advantage;
- Fast Chinese word processing is preferable;
- Fluent in Cantonese & English.

Salary:

- HK\$14,829/month (subject to qualification & experience)

Benefits:

- MPF
- Medical scheme.

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **21 February 2020.**

- (1) Hong Kong Table Tennis Association
Room 2008, Olympic House, 1 Stadium Path
So Kon Po, Causeway Bay
Hong Kong

Please mark "Application for "Administrative Assistant" on the envelope.

- (2) leonang@hkta.org.hk

(All information provided will only be used for recruitment related purpose.)
** This post is financially supported by the Leisure & Cultural Services Department*