



Hong Kong, China 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.

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in 5 subjects including English and Chinese 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 or website management will be an advantage;
- Fast Chinese word processing is preferable;
- Fluent in Cantonese & English;
- Fluent in Putonghua will be an advantage.

Salary:

- HK\$17,606/month (subject to qualification & experience)

Benefits:

- MPF
- Medical scheme
- Attractive fringe benefits

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **28 March 2024**.

- (1) Hong Kong, China 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) recruit@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*

**Successful candidates must consent to undergo the Sexual Conviction Record Check.*