



中國香港跳繩總會

HONG KONG ROPE SKIPPING ASSOCIATION, CHINA | SINCE 1997

Part-time Project Officer

Entry Requirements:

Applicants should

- (a) be a Hong Kong Permanent Resident aged 18 or above; and
- (b) possess good communication skills.
- (c) proficiency in PC applications - MS Office, Word, Excel and Chinese Word Processing, Adobe Illustrator etc.

[Note: Possession of work experience in organising sport programmes will be an advantage.]

Job Description:

- (a) To assist in organising sports events and programmes for the Hong Kong Jockey Club “Jump Rope Together” Rope Skipping Scheme (JRT Program);
- (b) To support the administration works for JRT Program;
- (c) To perform site and programme supervision at the venue for the JRT Program; and
- (d) To assist in other general duties.

Salary:

HK\$ 90/ hour

Application:

Please email your resume to hkrsa.jobapplication@gmail.com

Address: Workshop F on 11/F, Leapont Centre, Nos. 18-28 Wo Liu Hang Road, Shatin, N.T., Hong Kong

地址: 香港新界火炭禾寮坑路 18-28 號聯邦中心 11 樓 F 室

電話 Tel: 9464 9757 傳真 Fax: 3020 5764

電郵 Email: info@hkropeskiping.org 網頁 Website: www.hkrsa.com



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兼職項目主任

入職條件:

申請人必須

- (a) 為18歲或以上香港特別行政區永久性居民; 及
- (b) 具備良好溝通技巧。
- (c) 熟悉使用基本處理文書軟件, 如: Microsoft Office, Word, Excel, PowerPoint 及 Adobe Illustrator等

[註: 申請人如具備體育活動管理相關工作經驗或持有運動相關之學歷將獲優先考慮。]

職責:

- (a) 協助體育總會安排賽馬會「齊跳高飛」跳繩計劃之體育活動;
- (b) 支援體育總會處理賽馬會「齊跳高飛」跳繩計劃之行政工作;
- (c) 進行賽馬會「齊跳高飛」跳繩計劃之場地及活動巡察;
- (d) 協助體育總會執行其他一般工作

薪酬:

時薪港幣 90 元正

申請辦法:

請將履歷表電郵至: hkrsa.jobapplication@gmail.com

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