

The Gymnastics Association
of Hong Kong, China
中國香港體操總會

Room 1002, Olympic House, 1 Stadium Path,
So Kon Po, Causeway Bay, Hong Kong
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Affiliated to:

The Sports Federation &
Olympic Committee of Hong Kong, China

Fédération Internationale de Gymnastique

Asian Gymnastics Union

Pacific Alliance of National Gymnastic Federations

(Limited by Guarantee)

Part-time Administrative Assistant

Duties:

- Undertake administrative and clerical duties
- Organize and execute sports-related programmes
- Assist in the execution of promotional plans
- Provide secretarial support
- Support ad hoc duties as assigned
- Perform any other appropriate duties as assigned by the supervisor

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English(Syllabus B) and Chinese in HKCEE; or Level 2 or above in 5 subjects including English and Chinese in HKDSE, or equivalent
- Judge / Coach qualification in Trampoline
- Knowledge in Sports / Gymnastics and good command of English, Chinese & Putonghua will be a definite advantage
- Willing to working on weekends and Public Holidays

Apply in writing or email with full resume and availability to assume duties to:

Hon Secretary

The Gymnastics Association of Hong Kong, China

Room 1002 Olympic House, 1 Stadium Path

So Kon Po, Causeway Bay, Hong Kong

Email address: hrdept@gahk.org.hk

(Deadline for submission of application: 8 April 2026)

