



中國香港武術聯會有限公司  
HONG KONG, CHINA WUSHU UNION Ltd.

AFFILIATED TO  
INTERNATIONAL WUSHU FEDERATION  
WUSHU FEDERATION OF ASIA  
AND  
SPORTS FEDERATION & OLYMPIC  
COMMITTEE OF HONG KONG, CHINA

### Administrative Assistant (Full Time)

#### Duties:

- Undertake administrative and clerical duties in HKWU office
- Maintain proper filing and accounting records
- Provide secretarial support to the office-bearers and executive of HKWU
- Perform related tasks as requested by the management

#### Requirement:

- 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 five subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent [Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B) ] and 2 years or above relevant working experience; OR
- With 10 years or more working experience in NSAs.
- Level II Bookkeeping & Accounts of London Chamber of Commerce and Industry (LCCI) or equivalent is an advantage.
- Immediate available is highly preferred.

Remarks: This post with starting salary \$17,606 per month is financially supported by Leisure and Cultural Service Department. Interested parties please send full resume to Hon. Secretary, at [hkwushuu@yahoo.com.hk](mailto:hkwushuu@yahoo.com.hk) on or before 24.06.2024

“Personal data collected will be used for recruitment purposes only.”



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