



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
- Take charge of the accounting matters of the Scheme
- 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)
- 1-2 years or above relevant accounting experience is an advantage
- Immediate available is highly preferred

Remarks: This post with starting salary \$16,824 per month is financially supported by Leisure and Cultural Service Department. Interested parties please send full resume to Hon. Secretary, at hkwushuu@gmail.com on or before 11.01.2024

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



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