

HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

Assistant Operations Officer (Full Time/ Part Time)

The Jockey Club HKFA Football Training Centre (FTC) is wholly owned by the Football Association of Hong Kong, China Limited (HKFA). Funded by the Hong Kong Jockey Club Charities Trust with the allocation of land by the Government of the HKSAR, the training centre has 6 pitches (3 natural-grass and 3 artificial turf), futsal pitch, five-a-side court and other supporting facilities such as administration office, car park, classrooms, gymnasium, storage and changing rooms. It aims to meet the needs for different levels of training but particularly for the development of elite football players.

The FTC is fundamental to the delivery of the HKFA's five year strategic plan, namely "The Vision 2025 Strategic Plan" which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this government subvented position which is financially supported by the Culture, Sports & Tourism Bureau Development Fund. Reporting to the Operations Officer, the appointee will work with other team members to provide quality services for the FTC and support in various administration tasks. The main duties are listed below:

Job Descriptions

- To ensure that the facilities and services of the centre are safe and clean including redistribution of rubber crumb, brushing and weeding and litter pick of pitches, car park and around the building.
- To identify and report to the management team any areas of the facility that requires maintenance and advise them where appropriate of necessary action required.
- To ensure daily health and safety compliance is met.
- To keep maintenance of football equipment.
- To clean and perform minor repairs to facilities.
- To plan and execute football and other sports event and activities.
- To ensure the highest standards of customer care and deal with customer complaints.
- To set up venue in accordance with user requirements
- To implement normal operating procedures and emergency protocols.
- To respond to and report accidents/incidents
- Shift duties will be required including night shift with irregular hours and some weekends and public holidays when required.
- For part-time position, a minimum commitment of 18 hours per week is required.

Qualifications and Experience

- Degree / Diploma Holder in Sport Management or related discipline.
- Experience in a National Sport Association (NSA) and / or sports industry is a merit.
- Fresh graduates are also considered.
- Well organized, independent, detail-oriented and pro-active.
- Willing to learn, detail-minded and a good team player.
- Sound administrative skills and IT skills
- Fluent in Chinese and English
- Have a valid driver's license and a clean driving record would be advantageous
- Being enthusiastic in football and/or having knowledge and experience in local football is advantageous.

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical, Group PA, Life Insurance and Dental Insurance to the right candidate.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before **15 September 2024**.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

<https://www.hkfa.com/en/about-us/organisation/career>

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.