

HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

Part Time Operations Assistant

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 receptionist services for the FTC and support in various administration tasks. The main duties are listed below:

Job Descriptions

- To be responsible for receptionist duties, including answering enquiries, taking messages, greeting and escorting visitors.
- To monitor the proper usage of meeting rooms and staff car park.
- To handle incoming calls of the FTC.
- To assist in handling incoming / outgoing correspondences and other administration duties as assigned.
- To perform such other duties and responsibilities as reasonably instructed by the Operations Manager / Shift Leader from time to time.
- Shift duties will be required.

Qualifications and Experience

- Form 5 or above, preferable with 5 passes in HKCEE / HKDSEE (including English, Chinese and Mathematics).
- Excellent command of both written and spoken English and Chinese (Cantonese and Mandarin).
- Proficient in Microsoft Office (Word Processing, Excel and Power-point).
- Service oriented, energetic, polite and with good telephone manner, common sense and interpersonal skills.

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 4 November 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>

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.