HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

Assistant Operations Officer

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 / Operations Manager, the appointee will will be responsible for tidiness and readiness of pitches, facilities and equipment in the training centre to ensure users' satisfaction. The main duties are listed below:

Job Descriptions

Operations

- Work with cleaners to ensure cleanliness and hygiene level of FTC is up to standard.
- Be proactive and independent to carry out daily inspection on pitches and facilities. Report concerns or problems of maintenance. Provide immediate and possible solutions.
- Set up and take down equipment according to instructions given by supervisors / manager.
- Report accidents / incidents in documentation.
- Line marking of pitches.
- Cooperate with various contractors appointed by FTC for FTC's sustainable development.

Users

- Be friendly and considerate to all kinds of FTC users. Show the willingness to help within capability.

People

- Maintain high team spirit and productive relationship in the operation team.
- Be highly committed and loyal to the manager.

Qualifications and Experience

- Secondary school or above
- Experience of working in sports, football / customer service-oriented venues is highly advantageous
- Communication skills (reporting)
- Problem solving skills (on the job training will be further given)
- Attention to detail and pride in work standard.
- Good command of written and spoken Chinese. Knowledge in English is advantageous.
- Be humble, open-minded, willing to learn
- Good time manner.
- With a valid First Aid License is preferred (not compulsory).

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 12 May 2026.

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.