Cricket has been played in Hong Kong for 174 years. Cricket Hong Kong is the National Sport Association for cricket in Hong Kong. Our mission is to promote, expand and develop the sport of cricket in Hong Kong, improving standards in all sectors of the game (quality of play, facilities, administration, coaching) and increasing the participants of all sectors of the local community in cricket.

As we are moving to more professional level and expanding our scope of work, we are now looking for suitable candidate to fill up the following post.

**Administrative Assistant for High Performance Team (Job Ref: CHK-AAHP)**

**Job Descriptions**

- Provide secretarial support to the team and undertake administrative and clerical duties;
- Assist to coordinate all logistics details (eg, visa, overseas & local transportation, flight, accommodation) of the overseas tours;
- Coordinate and manage the insurance details for all players and support staffs;
- Coordinate order, storage, distribution and stock take management for all clothing and equipments;
- Manage and ensure the High Performance database is up to date;
- Assist in ad hoc tasks and duties as required.

**Qualifications and Experience**

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in Hong Kong Certificate of Education Examination, or Level 2 or above in 5 subjects including English and Chinese in Hong Kong Diploma of Secondary Education Examination, or equivalent;
- Highly organized with strong administration and interpersonal skills;
- Competency in using MS Office and its application;
- Effective time management, evening and weekend work will be part of the role;
- Cricket background is ideal but not a must;
- Fluency in verbal & written English & Chinese;
- Fresh graduates are welcome.

**Package**

A competitive salary and benefits package will be offered to the successful candidate according to their experience and qualifications. Any interested parties, please apply on or before 21 Oct 2022 in confidence with full resume, stating salary history and expected salary, and available date by emailing to: hr@hkcricket.org (Please mark the Job Ref on the email header and must state the expected salary).

Information not completed, will not be screened for interview. Entry point of salary is subject to qualifications and experience.

**Only the short-listed candidates for interview will be notified.**

***All information collected is for recruitment purpose.***