

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.

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## Sports Executive for High Performance Team (Job Ref: CHK-SEHP)

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### Job Descriptions

- Organise and manage sports competitions, events and fixtures;
- Coordinate and provide support to different parties involved in planning and execution of competitions and programmes;
- Prepare nomination criteria and selection criteria & budget, input the nomination data with point score and checking;
- Coordinate promotion for the competition, support on-site operations & prepare programme report;
- Collect results, photos and prepare for the press release;
- Liaise with all concerned parties for the conduct of training and competition programmes;
- Provide secretarial support to ensure various functional meeting run smoothly;
- Assist HK Team for international, national & other programmes whenever required.

### Qualifications and Experience

- An accredited Associate Degree from a Hong Kong tertiary institution/a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent;
- Minimum of 5 years' experience in related field is preferable;
- Cricket background is ideal but not a must;
- Excellent interpersonal and communication skills;
- Good project management skills, multi-tasking and able to meet tight deadlines;
- Effective time management, evening and weekend work will be part of the role;
- Fluency in verbal & written English & Chinese.

### 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 **30 June 2022** in confidence with full resume, stating salary history and expected salary, and available date by emailing to: [hr@hkcricket.org](mailto: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.

\*The salary of the position is subvented by LCSD at SE rank.

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

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