



JOB DESCRIPTION

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

Department: High Performance

Reporting Authority: HP Administration Manager

Date Prepared: October 2023

Position Overview:

To optimise the performance of the players and team management through providing high quality planning, programming, and operational support.

The High Performance (HP) Administrative Assistant is a core member of the HP Team and is accountable to the HP Administration Manager. Close liaison on a day-to-day basis is required with High Performance Coaches and Team Managers.

The post holder will work from the CHK office and other venues as/when required. He/she has responsibility to fulfil a range of planning, programming, support, and other operational tasks relating to the activities of the HK representative squads.

Job Responsibilities:

- Provide secretarial support to the team and undertake administrative and clerical duties;
- Assist to coordinate all logistics details (e.g., visa, overseas & local transportation, flight, accommodation) of the overseas tours;
- Coordinate and manage the insurance details for all players and support staff;
- Coordinate order, storage, distribution and stock take management for all clothing and equipment;

- Manage and ensure the High-Performance database is up to date;
- Manage in consultation with the Head Coaches the delivery of day-to-day planning, programming and support of the teams and individual player activities at home and overseas;
- Manage all accommodation requirements including establishing rooming lists with regular rotations for all overseas tours, home series and training camps;
- 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;
- Strong disciplinary skills;
- Good media skills;
- Highly organised 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 welcomed.

A competitive salary and benefits package will be offered to the successful candidate subject to the experiences and qualifications. Interested parties, please send your resume with current and expected salary and date of availability to hr@hkcricket.org on or before 16 November 2023.

**Personal data collected will be used for recruitment purposes only.

***Only short-listed candidates will be contacted directly