

### **Recruitment Notice: Temporary Position**

Owing to the execution of an ad hoc project, Physical Fitness Association of Hong Kong, China (PFA) would like to recruit suitable candidates to fill the following temporary position.

#### **Project Assistants – Part - time**

##### **Duties:**

1. Assist the Project Officer in coordinating administrative tasks incurred by the ad hoc project, including but not limited to office operation and document collation; and
2. Conduct data entry and management
3. Manage inquiries via hotline and email

##### **Qualification and experience:**

- a. Higher diploma or above in any disciplines
- b. At least 1-year experience of customer service/ national sports association(s) preferred

Salary: \$60-65/hour (depending on experiences and qualifications)

The above candidates are expected to have good interpersonal and communication skills with a service-oriented mindset. They should have strong commitment and dedication to the assigned duties. Good proficiency in Chinese, Cantonese, Mandarin and English are required. IMMEDIATE AVAILABILITY is a mandatory requirement. Suitable candidates have to start working as early as 18 January of 2021. The above employees will work part-time at Hillwood Road Office during office hours ( 09:30-18:30 Monday to Friday )

#### **Closing Date for Application: 25 January 2021**

Please send a cover letter and C.V. (please state your current and expected salaries in your application, and state the position that you wish to apply for) to the Project In-charge through email

( [kennyhkpfa@gmail.com](mailto:kennyhkpfa@gmail.com) ) or mail ( **Address: Physical Fitness Association of Hong Kong, China, 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon** ). Please mark the Position in the heading of email / on envelop. Only short-listed candidates will be invited to have interviews.

All applications will be handled confidentially. Personal information collected will be used for recruitment purpose only and destroyed 3 months after the recruitment. Further information about PFA is available at the website <http://www.hkpfa.org.hk> .