

Job Advertisement

The Physical Fitness Association of Hong Kong, China (HKPFA) is a voluntary and non-profitmaking national sports association recognized by the Government of Hong Kong Special Administrative Region and the Sports Federation and Olympic Committee of Hong Kong, China. We aimed to promote concepts and awareness of health, physical fitness and exercise safety in Hong Kong, composed of over 2,000 members who are actively involved in professional services and community programmes relating to health and fitness. We are seeking suitable candidates to join our team:

Programme Executive (contract-based; monthly salary starting from HK\$16,000)
Reporting to the programme manager or his/her representatives, the appointee will:

- Be responsible for programme planning and implementation, handling general enquiries, preparing programme materials, arranging logistics;
- Provide hands-on and administrative support to the Programme Manager or his/her representatives, and
- Handle ad hoc duties as assigned.

Academic degree: Possess a sub-degree in relevant disciplines or equivalent

Working experience:

- Fresh graduate is welcome;
- 1 year solid experience in NGOs, public health organizations, education institutions, elderly services or relevant companies is preferable.

All candidates are expected to have:

- Proficiency in Chinese and English (both written and spoken);
- Good interpersonal and communication skills with a service-oriented mindset;
- Strong commitment and dedication to the assigned duties;
- Good computer skills and knowledge of MS Office, including Chinese word processing;
- Sexual conviction record clearance;

- Basic knowledge of research execution would be an advantage;
- On-site assistance to provide fitness services required, and
- Willingness to work outdoors and with flexible hours.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Closing Date for Application: 3 April 2025

Please send cover letter and C.V. to the **Programme Officer** through email lemon@hkpfa.org.hk or mail (Address: Rm705, 7/F. Hermes Commercial Centre, 4 Hillwood Road, Tsim Sha Tsui, Kowloon, Hong Kong). Please mark “**Application of (post)**” 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 HKPFA is available at website <http://www.hkpfa.org.hk>

Telephone hotline 2728 7771 (Ms. Lemon Lai)

Additional Information

Entry Level