



The Equestrian Federation of Hong Kong, China 中國香港馬術總會

Office: HKJC Shatin Race Course, 8/F Central Complex, Shatin, New Territories, Hong Kong

地址: 香港沙田馬場綜合大樓八樓

Tel 電話: (852) 2966 5078 Fax 傳真: (852) 2966 5082 Website 網址: www.efhkc.org Email 電郵: info@efhkc.org

The Equestrian Federation of Hong Kong, China is the National Sports Association (NSA) for Equestrian Sports in Hong Kong. It aims to promote equestrian sports and support the training and development of athletes. The Federation is recognized by the Sports Federation & Olympic Committee, Hong Kong, China, and is affiliated with the Fédération Équestre Internationale.

Sports Coordinator

Job Summary:

This is an excellent opportunity to pursue a career in the sports management field. The successful candidate will be part of a team responsible for ensuring the smooth operation of equestrian events and programs, while also providing administrative and logistical support to the Sports Manager and the team.

Responsibilities:

- Report to the Sports Manager;
- Organize and develop programmes, equestrian events and promotions;
- Coordinate the local and overseas programmes of the EFHKC;
- Undertake outdoor field work relating to job duties assigned;
- Undertake administrative and clerical duties in the office and answer enquiries;
- Other ad hoc duties as assigned.

Requirements:

- Higher Diploma or above;
- Experience in sports events, organising programme and NSA/ NGO an advantage;
- Good PC skills, including MS Office and Chinese input;
- Flexibility to work during non-office hours and on holidays (compensation leave will be granted);
- Proficiency in written and spoken English and Chinese (Putonghua);
- Oversea travelling may be required;
- Fast learner, analytical minded and well organized

This position is subvented by the Leisure and Cultural Services Department (LCSD).

We offer a competitive salary and benefits package and opportunities for personal growth and career development within our organization. For enquiries and application, please email to hr@efhkc.org. Data collected will be used for recruitment purposes only.