



# **LAWN BOWLS ASSOCIATION OF HONG KONG, CHINA**

## **ADMINISTRATIVE ASSISTANT (PART TIME)**

*Salary: \$82 per hour (3-4 days a week)*

### **DUTIES**

The Administrative Assistant (Part Time) will be responsible for the following duties: -

- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Provide secretarial support

### **REQUIREMENTS**

- Grade E or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination or equivalent; or Level 2 or above in 5 subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination or equivalent;
- Good command of both spoken and written English and Chinese. Ability to speak Putonghua would be an added advantage;
- Able to work independently and under pressure; and
- High level of computer literacy.

### **APPLICATIONS**

Please send full resume with contact telephone number, email, postal address, and availability to assume duties to the **Honorary Secretary, Lawn Bowls Association of Hong Kong, China**, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong, or email: [admin@bowls.org.hk](mailto:admin@bowls.org.hk) on or before **23<sup>rd</sup> October, 2025**.

Applicants who are not invited for interview within two weeks may consider their applications unsuccessful.

General information is available at the website <http://www.bowls.org.hk>

All applications will be treated in the strict confidence. Personal data collected will be used for recruitment and other employment-related purposes only.

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