



中國香港殘疾人奧委會  
CHINA HONG KONG  
PARALYMPIC COMMITTEE

## **Senior Administration Manager**

Applications from interested candidates are now invited for the post of Senior Administration Manager with a 2-year contract. Contract renewal will be considered.



### **Job Highlights**

- 5% gratuity on completion of contract
- Annual leave
- Medical insurance

### **Job Description**

- Supervise the Administration and Accounting staff
- Manage Board Affairs
- Formulate and manage human resources and internal administration policies including office management, procurement, etc.
- Coordinate funding applications and government related affairs
- Perform other duties as assigned by the Board

### **Requirements**

- University degree in Business Administration/Human Resources/Accounting or related disciplines.
- A minimum of 5-8 years' relevant experience.
- Good analytical and organizational skills, with ability to lead teammates to work effectively.
- Good ability to prioritise multi-task and work flexibly and independently
- Fluency in oral and written English and Chinese (including Mandarin)
- Knowledge and experience in sports and leisure industry would be an advantage

Salary will depend on qualifications and related work experience. Annual leave, Mandatory Provident Fund, medical insurance, and a 5% end-of-contract gratuity will

be provided.

## **Application**

Please send full resume with cover letter, current and expected salary to China Hong Kong Paralympic Committee by email to [hr@paralympic.hk](mailto:hr@paralympic.hk) on or before 27 January 2026. Late applications will not be considered.

*For those who do not receive our reply after one month from the date of the application deadline should consider their applications unsuccessful.*

*All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only.*

*As an Equal Opportunities Employer, HKPC is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.*