

Administration Project Officer

Applications from interested candidates are now invited for the post of Administration Project Officer with a 1-year contract. Contract renewal will be considered upon satisfactory performance.



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



Job Highlights

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

Job Description

- **Accountable to the Senior Administration Manager, to assist in Games expenses checking and accounting administration work**
- **Manage and monitoring IT project**
- **Assist Administration department in General Office operation**
- **Assist in outreach school talks and programmes**
- **Perform other duties as assigned by superior**

Requirements

- **University degree holder**
- **A minimum of 2 years working experience**
- **With knowledge and experience in IT project management or Accounting will be a definite advantage**
- **Good analytical skills and self-initiative**
- **Fluency in oral and written English and Chinese**

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 Human Resources department of China Hong Kong Paralympic Committee by email to hr@paralympic.hk.

Position will be open until the vacancy is filled.

For those who do not receive our reply after two months from the date of the application 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.