



香港三項鐵人總會
Hong Kong Triathlon Association Ltd.

香港銅鑼灣掃桿埔大球場徑1號奧運大樓1020室
Olympic House, Rm. 1020, 1 Stadium Path, Causeway Bay, Hong Kong
T. (852) 2504 8282
F. (852) 2576 8253
trihk@triathlon.com.hk
www.triathlon.com.hk

Hong Kong Triathlon Association Limited

Recruitment for the post of Sports Executive

Salary: HK\$18,443 per month

Duties:

Reporting to the Senior Sports Executive, you are responsible for the following duties:

- Monitoring and coordinating the Squad Trainings of the Hong Kong Triathlon Association, which includes but not limited to National Squad B and Regional Squad.
- Coordinating the TriHK's coaches development.
- Coordinating the TriHK's school promotion programme.
- Undertake outdoor field work relating to job duties assigned (e.g. time trials, local races and events, etc.)
- Undertake and execute office administrative and clerical duties.

Requirements:

- Post secondary qualification in Sports / Physical Education / Recreation subjects.
- Minimum of 2 years' post qualification experience in the related fields.
- Practical experience in sports management and administration is desired.
- Practical experience in various registration systems is desirable.
- Excellent written and spoken English and Chinese language skills.
- Expertise in use of Microsoft Office, PowerPoint presentations software is essential.
- Experienced in producing high quality presentations and proposals is desirable.
- Available and flexible to work on weekends and public holidays.
- Immediate availability.

- This post is subvented by the Leisure & Cultural Services Department (LCSD)

Interested parties please apply in writing by 25 March 2013, Monday, with full resume and expected salary to:

The President
Hong Kong Triathlon Association
se@triathlon.com.hk
(Application for Sports Executive)

Member of:
International Triathlon Union



Sports Federation &
Olympic Committee of Hong Kong, China

Asian Triathlon Confederation





香港三項鐵人總會
Hong Kong Triathlon Association Ltd.

香港銅鑼灣掃桿埔大球場徑1號奧運大樓1020室
Olympic House, Rm.1020, 1 Stadium Path, Causeway Bay, Hong Kong
T. (852) 2504 8282
F. (852) 2576 8253
trihk@triathlon.com.hk
www.triathlon.com.hk

Hong Kong Triathlon Association Limited

Recruitment for the post of Administrative Assistant (Salary: \$11,732 per month)

Duties:

Reporting to the Senior Sports Executive, you are responsible for the following duties:

- Undertake any administrative and clerical duties in the office
- Coordinate with the Sports Executive on the development programme of TriHK
- Answer enquiries (telephone or walk-in)
- Undertake outdoor field work relating to job duties assigned (e.g. time trials, local events etc.)

Requirements:

- Grade E / Level 2 or above in 5 subjects including English, Chinese and Mathematics in HKCEE (Syllabus B in English)
 - A minimum of 2 years' post qualification experience in related fields
 - Comprehensive knowledge in Microsoft Office is essential
 - Practical experience in sports is desirable
 - Be available to work on weekends
 - Immediate availability is a definite advantage
- This post is financially supported by the Leisure & Cultural Services Department (LCSD).

Interested parties please apply in writing by 25 March 2013, Monday, with full resume and expected salary to:

The President
Hong Kong Triathlon Association
aa@triathlon.com.hk
(Application for Administrative Assistant)

Member of:
International Triathlon Union



Sports Federation &
Olympic Committee of Hong Kong, China

Asian Triathlon Confederation





香港三項鐵人總會
Hong Kong Triathlon Association Ltd.

香港銅鑼灣掃桿埔大球場徑1號奧運大樓1020室
Olympic House, Rm. 1020, 1 Stadium Path, Causeway Bay, Hong Kong
T. (852) 2504 8282
F. (852) 2576 8253
trihk@triathlon.com.hk
www.triathlon.com.hk

Hong Kong Triathlon Association Limited
Recruitment for the post of Sales & Marketing Assistant
(Administrative Assistant)
(Salary: \$11,732 per month, plus commissions)

Duties:

Reporting concurrently to the President of the Association (TriHK), and Chairman of Promotion & Publicity Committee (P&P), you are responsible for the following duties:

- Solicit and obtain new cash and in-kind sponsorships for TriHK.
- Increase TriHK's cash and in-kind sponsorships from existing sponsors.
- Acquire new revenue generating sales and marketing and sales opportunities for TriHK.
- Prepare written Request For Proposals (RFP), sales and marketing presentations and materials.
- Be the Webmaster for all TriHK websites and online publications.
- Be the Editor of the TriHK e-Newsletter, "Tri-Talk".
- Undertake all outdoor field work relating to job duties assigned (e.g. time trials, local races and events, etc.).
- Undertake office administrative and clerical duties.

Requirements:

- Successful sales and or fund raising experience with proven track record.
 - Minimum of 2 years' experience in a sports and/or events sales, promotions and marketing position.
 - Minimum post-secondary education; degrees in sales and marketing are an advantage.
 - Excellent written and spoken English and Chinese language skills.
 - Experienced in producing high quality sales and marketing proposal presentations.
 - Comprehensive knowledge and skilled in the use of Microsoft Office, PowerPoint presentations and web designing / web development software is essential.
 - Previous editorial job in sales and marketing publications is an advantage.
 - Available and flexible to work during weekends and public holidays.
 - Immediate availability.
- This position is officially designated as "Administrative Assistant", and is financially supported in part by the Leisure & Cultural Services Department (LCSD).
 - This is a sales position with compensation largely based on commissions from successful sales of cash sponsorships revenues received by TriHK. Success in raising products and in-kind sponsorships will also be compensated on a percentage based upon a mutually agreed cash value equivalent for the products and services received by TriHK from sponsors.

Interested parties please apply in writing by 25 March 2013, Monday, with full resume and expected salary to:

The President
Hong Kong Triathlon Association
sales@triathlon.com.hk

(Application for Sales & Marketing Assistant (Administrative Assistant))

Member of:
International Triathlon Union



Sports Federation &
Olympic Committee of Hong Kong, China

Asian Triathlon Confederation





香港三項鐵人總會
Hong Kong Triathlon Association Ltd.

香港銅鑼灣掃桿埔大球場徑1號奧運大樓1020室
Olympic House, Rm.1020, 1 Stadium Path, Causeway Bay, Hong Kong
T. (852) 2504 8282
F. (852) 2576 8253
trihk@triathlon.com.hk
www.triathlon.com.hk

Hong Kong Triathlon Association Limited

Recruitment for the post of Administrative Assistant (Temporary Accountant) (June – September 2013) (Salary: \$11,732 per month)

Duties:

Reporting to the Senior Sports Executive, you are responsible for the following duties:

- Undertake accounting duties of the Association
- Undertake any administrative and clerical duties in the office
- Answer enquiries (telephone or walk-in)

Requirements:

- Grade E / Level 2 or above in 5 subjects including English, Chinese and Mathematics in HKCEE (Syllabus B in English)
- A minimum of 2 years' post qualification experience in related fields
- Comprehensive knowledge in accounting software is a must, preferably QuickBooks
- Comprehensive knowledge in Microsoft Office is essential

- This post is financially supported by the Leisure & Cultural Services Department (LCSD)

Interested parties please apply in writing by 25 March 2013, Monday, with full resume and expected salary to:

The President
Hong Kong Triathlon Association
aatemp@triathlon.com.hk

(Application for Administrative Assistant (Temporary Accountant))

Member of:
International Triathlon Union



Sports Federation &
Olympic Committee of Hong Kong, China

Asian Triathlon Confederation

