



Hong Kong Contract Bridge Association Limited

Administrative Assistant (Part-time) -1 year contract

Job responsibilities:

- To handle phone calls and answer any question relating to HKCBA
- To liaise with LCSD, SF&OC etc upon request
- To provide operational support relating to IASS Scheme of HKSI which include but not limited to booking of flights, handling expenses claims etc.
- To provide administrative support on ad hoc events
- To facilitate the promotion of bridge
- To help monitor clubhouse facilities

Requirements:

- Bachelor degree
- Experience in administrative work is preferred
- Fluent English and Cantonese, Mandarin would be a plus
- Proficient in MS Office including Word and Excel
- Able to work independently with less supervision
- Detail minded, able to understand guidelines

To apply for the position, please submit your detail resume and expected salary to hkcbaadm@hkcba.org