



InspiringHK Sports Foundation Limited

InspiringHK Sports Foundation is a young and vibrant tax-exempt charity founded in 2012, with a vision to empower better youths through sports. We carry out our mission through professional sports training, learning experience programmes and advocacy activities.

If you have a passion to serve, please take a closer look at the below and consider joining us as our:

Part-time Office Assistant

兼職辦公室助理

InspiringHK Sports Foundation is seeking a responsible individual as our part-time office assistant. This assistant has to work for at least 16 hours per week at our Kwun Tong office to support the work of the office team, under the direction of the full-time team.

Job Responsibilities and Duties

- Support the team in developing marketing communication materials, including but not limited to content development, photo and video editing;
- Support the team in customer relationship management, including but not limited to managing contact database and writing monthly newsletter;
- Assist in managing the constant updates of organisation's website and social media platforms;
- Conduct research, provide insight and support to the Foundation to better understand market trends and dynamics;
- Assist in the preparation of events;
- Assist in copy-writing and translation of marketing communications materials;
- Database maintenance;
- Perform any other office administrative duties as assigned.

Qualifications

- Commitment for at least 6 months or above
- Organised and detail-oriented;
- Good communication skills;
- Strong ability to complete multiple assignments concurrently;
- Basic knowledge in computer software such as Microsoft Word, Excel, PowerPoint;
- Knowledge of Photoshop/AI/other photo editing software welcome.

How to apply: Please send a full resume with a cover e-mail to hr@inspiringhk.org.

Applicants who do not hear from us within one month may consider their applications unsuccessful. All personal data collected will be kept confidential and will be used for recruitment purposes only.

InspiringHK Sports Foundation Limited is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, or any other status or characteristic protected by law.

Career Level: Junior – Part-time

Yr(s) of Exp: not required

Industry: Charity/ Marketing/ Brand/ Social Services/ Non-Profit Organisation



Location: Kwun Tong

Salary: \$60 per hour

Employment Type: Part-time, 6-month contract

InspiringHK Sports Foundation

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www.inspiringhk.org

A tax-exempt charity under the Inland Revenue Ordinance