



## **ANTI-DOPING ORGANIZATION OF HONG KONG, CHINA**

### **Event Assistant of the Anti-Doping Organization of Hong Kong, China (Part-Time)**

Anti-Doping Organization of Hong Kong, China is an organization responsible for preparing and implementing the anti-doping programmes in Hong Kong. We are now looking for right candidates for the captioned position.

#### **Responsibilities:**

The successful candidates will be responsible for liaison and providing support to the Office in implementing promotion. He/ She will be required as below:

- Crafting, editing, copywriting, translation and proofread for publications, social media posts, PR, video, promotional materials and other forms of corporate collateral
- Liaising with external stakeholders or production teams to ensure deadlines are met and materials are up to standard or presented to the highest quality
- Supporting the Office in the other aspects of work

#### **Requirements:**

- High Diploma, University Year 3 or above and open to recent graduates
- A valid permit to work in Hong Kong SAR
- Good command of both spoken and written English and Chinese
- Familiar with MS Word, Powerpoint, Excel and proficiency in Chinese word processing
- Must be detail-minded, meticulous and proactive
- Proven communication and organizational skill
- Self-motivated and able to meet deadline and work independently
- A good team-player with good interpersonal skills and resilience under stressful environment
- Availability to work at both office and non-office hours within short notice
- Experience in PR / booth exhibition background will be an advantage

#### **Remarks:**

- Available to work during the period (i.e. July – October 2025).
- Working Hour: 4-8 hours per day, 3-4 days per week
- Only shortlisted candidates will be notified to attend interviews



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### **Application:**

Interested parties should send full resume to **Deputy Manager - Human Resources, Anti-Doping Organization of Hong Kong, China, Upper 10/F., Sports Complex Building, South China Athletic Association, 88 Caroline Hill Road, Causeway Bay, Hong Kong** or email to [hr@antidoping.hk](mailto:hr@antidoping.hk) on or before **30 April 2025**. All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 8 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months. Shortlisted candidates may be required to provide reference before or shortly after interview.