



# 中國香港龍舟總會

## HONG KONG CHINA DRAGON BOAT ASSOCIATION

2021-0625

**Job Title : Project Manager**  
**Employment term : 3-year contract**

### **Duties and responsibilities:**

- mainly oversees the Hong Kong Jockey Club funded project on empowering coaching.
- develops the project plan, execute and manage, coordinate the people, resources and scope of the project to enable the successful implementation;
- monitors and aligns activities to achieve established milestones within established timelines and budgets
- responsible for corporate communications and branding to promote the good corporate image of the Association;
- assists and /or coordinates dragon boating event organized by the Association;
- oversees finance, budget allocation and maintaining a high-cost efficiency while ensuring the event quality;
- good knowledge of crisis management

### **Specific Requirements:**

- Degree Holder in human resources, recreation management, sports management, event management or related disciplines
- A minimum of 2 years' management experience;
- 5 years' relevant experience in Project management/ Sports Management/ Marketing/ Corporate Communication/ Event Management/ PR;
- Knowledge of digital marketing and social media engagement is a plus;
- Proficient in Google Suite, Microsoft Office Project, Word, Excel and PowerPoint;
- Willing to work overtime, irregular hours or during weekends or public holidays occasionally;
- Experience in working with or in educational institutions, government, NGO's, schools, and professional bodies would be an added advantage.
- Actively interested in Sports is a plus

This post is financially supported by the Hong Kong Jockey Club Charities Trust. Starting salary will be commensurate with qualifications and experience.

Interested parties please apply in writing by July 9, 2021 (Friday), with full resume, expected salary and availability to [hkcdba.recruitment@gmail.com](mailto:hkcdba.recruitment@gmail.com) with the subject of “[Apply for Project Manager](#)”.

All information received will be strictly confidential and for recruitment purpose only.