

Hong Kong Triathlon Association Limited
Recruitment for the post of Sports Executive
Salary: HK\$17,398.50 per month

Duties:

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

- Monitoring and coordinating the Hong Kong Triathlon Association's (TriHK) Affiliated Clubs and Community Sports Clubs projects.
- Monitoring and coordinating TriHK's development of triathlon training programs.
- Handling of the Association's (TriHK) memberships registration systems, both online and offline.
- Undertake outdoor works 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 10 December 2012, Monday, with full resume and expected salary to:

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

Hong Kong Triathlon Association Limited
Recruitment for the post of Sales & Marketing Assistant
(Salary: \$11,067 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 field and outdoor works 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.
 - 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.

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

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