



中國香港龍舟總會 HONG KONG CHINA DRAGON BOAT ASSOCIATION

Project Manager

Major Duties

- Coordinating all affairs of local and international events
- Prepare and submit the event preparation plan and financial budget, regularly submit preparation progress and income and expenditure reports to the event organizing committee
- Liaise and attend meetings with government departments and other groups on competition preparation and funding matters
- Ensuring that all records and publications of the event are in order and adequately preserved
- Submit event and financial reports to government departments and other groups after the event
- Responsible for event administration, supervising various paperwork and liaison work, equipment maintenance, and logistics arrangements
- Perform any ad hoc duties assigned by the management
- Need to work outdoors, irregular hours, early morning and night, bad weather, and overtime
- Contract period: employment till December 31, 2027

General Requirements

- Accredited Associate Degree from a Hong Kong tertiary institution/a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent;
- Proficiency in written & spoken English & Chinese (knowing Putonghua will be an advantage);
- Good PC skills, including MS Windows and MS Office (Word, Excel);
- Practical problem-solving, leadership, and staff management skills;
- Self-motivated and effective interpersonal skills;
- Perform duties outside regular office hours and outdoor fieldwork is required.

Salary

- HK\$28,507 per month

Application

Interested candidates please email your resume, contact telephone number and email address to hkcdba.recruitment@gmail.com **on or before July 11, 2025**. Please indicate on the subject of the email "Application for Project Manager".

Applicants who are not invited for interview within two months may consider their applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.