中國香港冰球總會
Hong Kong, China Ice Hockey Association

RECRUITMENT : *SPORTS EXECUTIVE*

Posted on 21 August 2025

Established in 1980, Hong Kong, China Ice Hockey Association Limited (**HKCIHA**) is the national sports association for ice hockey in Hong Kong. HKCIHA is a registered full member with International Ice Hockey Federation (**IIHF**) and the associate member of Sports Federation & Olympic Committee of Hong Kong, China (**SF&OC**). HKCIHA is dedicated to developing, promoting and governing the sport of ice hockey and inline hockey in Hong Kong.

SPORTS EXECUTIVE

HKCIHA is seeking to recruit the right candidate to fill up the post of **Sports Executive (SE)** to provide crucial operational and administrative support to HKCIHA. The role involves facilitating / managing our ice hockey programs, overseeing events and handling administrative duties amongst other things. The ideal candidate will be the backbone of our daily operations, ensuring smooth execution of programs and effective communication with all stakeholders.

DUTIES

SE reports to the Executive Committee (**EC**) of HKCIHA and will be responsible for duties including but not limited to the following:-

1. Work closely with Senior Sports Executive (SSE) and assist SSE to carry out the following SSE duties:-
    - Preparing Annual Plan for all HKCIHA activities, including tournaments, development programs and exchange camps.
    - Manage and monitor the operation of all leagues and programs, ensuring efficient allocation of ice-time for different events and resources.
    - Organise and execute the programs approved by EC of HKCIHA.
    - Manage and oversee executive programs and initiatives as approved by EC of HKCIHA, delivering them on time and within budget.
    - Manage all activities of the office of HKCIHA, including recruitment, supervision, management and development of staff.
    - Maintain proper administration of HKCIHA office including but not limited to ensuring tidy and orderly filing system to upkeep of all records and publications of HKCIHA.
    - Serve as the primary coordinator for all international tournaments (e.g. World Championships, Asian Winter Games, Olympic Qualifies and National Games) and overseas training camps for Senior Men's, Men's U20, Men's U18 & Senior Women's Hong Kong teams. Travel with the teams to major tournaments if needed, providing on-the-ground support and management.
    - Manage all aspects of tournament preparation, including liaison with host countries and IIHF, team registration and logistics.
    - Arrange and chair the monthly Executive Committee Meeting and Annual General Meeting including the preparation and distribution of agendas and minutes.
    - Represent HKCIHA in meetings with government bodies, SF&OC and other external stakeholders if needed.

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- Act as the primary liaison for all stakeholders, including players, parents, coaches, officials, government departments (i.e. LCSD/SF&OC) and commercial partners.
- Proactively identify and secure opportunities for additional events and partnerships to grow the sport.

2. Provide secretarial and administrative support to the office-bearers and executive committee of HKCIHA.
3. Help to coordinate with various parties to facilitate additional events and programs.
4. Coordinate with the Organising Committee for the preparation and registration of all youth training camps, and local and international tournaments, such as L.I.Es, youth challenge games, youth training camps.
5. Manage registered clubs and officials (coaches and referees), prepare official certificate annually for officials to pick-up.
6. Execute all HKCIHA local and international events/programs.
7. Professionally manage and resolve concerns, feedback and complaints from all parties.
8. Prepare reference letter / leave letter as requested.
9. Assist in the day-to-day management and monitoring of HKCIHA programs and leagues, including coordinating ice-time allocations.
10. Prepare E-News after monthly EC meeting for registered players.
11. Attend regular meetings.
12. Perform Ad-Hoc administrative duties.

QUALIFICATION AND REQUIREMENTS:

1. An accredited Associate Degree from a Hong Kong tertiary institution / a Higher Diploma from a polytechnic university or polytechnic Hong Kong or Hong Kong Institute of Vocational Education or equivalent.
2. At least 3 years solid relevant working experience, sports event related experience will be an advantage.
3. Relevant experience in event planning and logistics are preferred.
4. Strong organisational, communication and interpersonal skills.
5. Strong time-management skills, with the ability to prioritise multiple tasks.
6. Good command of written and spoken English and Cantonese with proficiency in Putonghua being a strong advantage.
7. Ability to work independently, solve problems proactively and manage multiple projects under pressure to meet tight deadline.
8. A genuine passion for sports and deep understanding of ice hockey landscape in Asia and international is highly desirable.
9. Attend / manage all scheduled practices / games / off ice sessions / classroom sessions (if any) in Hong Kong is preferred.
10. Available and flexible to work non-office hours, including evenings and weekends/public holidays and to travel as required.
11. Good PC skills, including MS Office Applications. Familiarity with social media platforms and design software can be advantageous.
12. Immediate availability

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REMUNERATION AND BENEFITS

- Salary will be HK$28,507 per month and it is commensurate with qualification and experience.
- Attractive remuneration package including medical benefits, bonus and annual leave.
- This post is subvented by Leisure and Cultural Services Department.

APPLICATION METHOD

HKCIHA is an equal opportunity employer and welcome applications from all qualified candidates. Interested candidates should submit:-

1. Cover letter (please include any relevant experience)
2. Full resume with current salary
3. References and supporting documentation if any

to Hong Kong, China Ice Hockey Association by email to **recruitment@hkciha.com** with subject of "*Applying for SE –Sports Executive post*" on or before **31 August 2025**. Selected candidates will be invited for an interview in person / zoom. Only short-listed candidates will be contacted directly for interview.

** All information received will be kept in strict confidence and only used for recruitment and other employment-related purposes only. Candidates who are not invited for interview within 4 weeks after the closing date may consider their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.*

*** HKCIHA reserves the right to appoint the most appropriate candidate to fill each position including inviting qualified individuals to hold the positions if they remain unfilled or candidates do not meet the necessary qualifications.*