

# HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

## Operations Officer

Hong Kong Football Training Centre Limited is completely owned by the Hong Kong Football Association Limited. Funded by the Hong Kong Jockey Club Charities Trust with the allocation of land by the Government of the HKSAR, the brand new state-of-the-art Jockey Club HKFA Football Training Centre has 6 pitches (3 natural-grass and 3 artificial turf), futsal pitch, five-a-side court and other supporting facilities such as administration office, car park, classrooms, gymnasium, storage and changing rooms.

The Jockey Club HKFA Football Training Centre (FTC) is fundamental to the delivery of the Hong Kong Football Association's Strategic Plan as it will provide additional pitches which are desperately needed at all levels but particularly for the training and development of elite football players.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this government subvented position which will be financially supported by the Culture, Sports & Tourism Bureau Development Fund. Reporting to the Operations Manager, the appointee will be responsible to ensure the safe and efficient day to day operation of the FTC ensuring compliance with all statutory requirements and providing an excellent standard of service to customers. The Operations Officer will, in the absence of the Operations Manager be the responsible 'Duty Officer'. The main duties are listed below:

### Job Description

- To provide a duty management role being responsible for the entire FTC in the absence of the Operations Manager.
- To supervise and direct the other FTC staff.
- To ensure the highest standards of customer care.
- To maintain a safe, clean and enjoyable environment for users.
- To assist with the setting out of equipment.
- To deal with customer complaints.
- Shift duties will be required.

### Qualifications and Experience

- Bachelor Degree or equivalent preferred.
- Facility Management and maintenance.
- Customer Care.
- Knowledge and interest in football.
- Health and safety.
- Good command of written and spoken English and Chinese.

**The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical and Life Insurance to the right candidate.**

**Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 14 November 2022.**

**Please ensure that you have explored the following official link which lists the relevant instructions before making an application:**

[www.hkfa.com/en/load\\_page/82](http://www.hkfa.com/en/load_page/82)

**The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.**