

HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

Assistant Operations Officer

The Jockey Club HKFA Football Training Centre (FTC) is wholly owned by the Hong Kong Football Association Limited (HKFA). Funded by the Hong Kong Jockey Club Charities Trust with the allocation of land by the Government of the HKSAR, the 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. It aims to meet the needs for different levels of training but particularly for the development of elite football players.

The FTC is fundamental to the delivery of the HKFA's five year strategic plan, namely "The Vision 2025 Strategic Plan" which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

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 is financially supported by the Culture, Sports & Tourism Bureau Development Fund. Reporting to the Operations Manager, the appointee will be responsible for the maintenance and upkeep of the training center to ensure customer comfort, satisfaction and safety with the aim of retaining and attracting new customers. The main duties are listed below:

Job Descriptions

- To ensure the highest standards of customer care and deal with customer complaints.
- To assist Operations Officer with the event and activities planning and execution.
- To ensure that the facilities and services of the FTC are safe and clean including redistribution of rubber crumb, brushing and weeding.
- Litter pick of pitches, car park and around the building.
- To set up and take down equipment in accordance with user requirements
- To identify and report to the management team any areas of the facility that requires maintenance and advise them where appropriate of necessary action required.
- Spot' cleaning and minor repairs to facilities
- To ensure daily health and safety compliance is met.
- To respond to and report accidents/incidents
- To implement standard operating procedures and emergency protocols.
- Shift duties will be required.

Qualifications and Experience

- Diploma or above is preferred
- 0-1 year of relevant working experience is preferred, fresh graduates will also be considered
- Expected to work overtime, irregular hours and some weekends and public holidays when required.
- Enthusiastic in football and/or knowledge and experience in local football are advantageous.
- Well-organized, independent, detail-oriented and proactive.
- Good command of written and spoken English and Chinese.
- Willing to learn, detail-minded and a good team player.

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 7 December 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

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

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.