



Recruitment: National Team Coordinator

The Hong Kong Rugby Football Union seeks to recruit a National Team Coordinator who will work in the Performance Department.

Please find below information outlining the responsibilities for the position. HKRFU is an equal opportunities employer.

Remuneration: Commensurate with current HKRFU employment scales

If you are interested in this position, please send a brief resume to jane.tu@hkrugby.com Tel: (852) 2504 8313; Fax: (852) 2576 7237

Closing Date: Friday 25th April 2008:

- At least 5 years experience working in a full time administrative position. Having worked in a sporting environment is an advantage but not essential.
- Ability to work within a dynamic team environment. The successful applicant must be organized and be able to work independently, plan and multi task whilst working under pressure. He / she should also ensure tasks are managed and completed on time even if this means working overtime.
- Must have a sound competency in the application of Microsoft office
- Very good interpersonal skills and a good communicator is essential. Able to speak both English and Cantonese will be an advantage but not essential.
- Dependant on Managerial ability of successful candidate, opportunities to tour overseas with the HKRFU representative teams may be available

Job specifications:

- Accountable for liaising and coordinating with all Managers and Coaches of both the Youth and Women's representative squads and supporting the organising and coordination of all training schedules, games and tours
- Accountable for the coordination, publicising and administration all Coaching Courses and Seminars plus keeping the national coaching data base current and updated