

**Position title**

Program Co-ordinator

**Organisation**

Hong Kong Rugby Union

**Closing Date**

20<sup>th</sup> September 2019

**Job Summary**

The role will report to the General Manager Rugby Development and will be responsible for managing and executing an effective infrastructure to support the 'off field' requirements for the Rugby Development department, in particular the Coach and Player Development department.

**Specific responsibilities**

- To draft and manage an annual budget under the HKRU and to manage the financial processes of the Coach Education, National Age Grade (including Podium, U20s and Star programs) and Warriors programs.
- To provide administrative support to the National Age Grade (including Podium, U20s and Star programs) and the Warriors programs, including the booking of facilities, management of nominations, maintenance of detailed squad databases, ordering and distribution of training and playing kit and the co-ordination of tour logistics.
- To provide administrative support to the Coach Education and Development programs, including booking of facilities, management of course applications, coordination of course logistics, issuing of certificates and maintenance of detailed coach databases.
- To prepare agreements and ensure all NAG management, Warriors management and Coach Educators allowances are paid on time with statement of pay provided.
- To provide administrative support to the Rugby Operations department.

**Your profile**

- Hold a secondary school qualification
- 1-2 years relevant experience
- Fluency in English and Cantonese is essential.
- Proficient in Microsoft Office especially Excel and Power-point.
- You should be motivated to learn, have good interpersonal skills and be comfortable to work as part of a team.

Salary offered will be commensurate with experience and qualifications. Please apply with full C.V. with detailed last salary, expected salary and available date of commencement if you were offered the position to Human Resources Department, Hong Kong Rugby Union, Room 2001, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or by email [hr@hkrugby.com](mailto:hr@hkrugby.com) on or before 20<sup>th</sup> September 2019

***Personal data collected will be used for recruitment purposes only.  
Only short-listed candidates will be contacted directly.***