



**保良局**  
**PO LEUNG KUK**



**Po Leung Kuk** is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

## **Operations Officer (Jockey Club Tai Tong Holiday Camp)**

**(Ref: OPR/CAMP-TT)**

### **Job Duties:**

Responsible for the supervision and administration of the Operations Section including housekeeping, maintenance, security and landscape, and assisting in day to day operations of the camp and supervision of catering services

### **Requirements:**

- Holder of Associate Degree/Higher Diploma in management of sports & recreation/property/hotel/club or equivalent
- One year full time experience in related operations
- Shift duty and standby duty required

Due to the implementation of the Sexual Conviction Record Check Scheme, the Po Leung Kuk will request the prospective employees of relevant positions to Undergo SCRC.

Appointment will be on renewable contract terms. Please send your full resume with expected salary to [plkhrrecruitment@poleungkuk.org.hk](mailto:plkhrrecruitment@poleungkuk.org.hk) or Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong. Please quote the reference on the envelope. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.