The Hong Kong Jockey Club

Trainee

The Department
Our Racing Operations Department manages vast areas where horses train and race. It is an interesting, busy and natural environment where you will find some of Hong Kong’s most colourful people, like racing professionals and world class sportsman. The services team is responsible for the handling of horse shipments, stable transfer, etc. We are looking for a proactive and highly-motivated individual to join our team.

The Job
You will:

- participate in the various stages of system development and acceptance testing
- support the preparation of various system documentations such as UAT test cases, UAT test reports, User Procedure Manual, etc.
- assist in preparing management statistics
- support the rollout of an employee self-service system to stable staff
- handle ad hoc project tasks

About You

- University student in Business or IT related disciplines
- Good analytical, communication and interpersonal skills
- Strong self-motivation and willingness to learn
- Good command of written and spoken English and Chinese; Proficiency in Putonghua is an advantage
- Good knowledge of application software (MS Word, Excel, Powerpoint) and database query tool such as MS Access
- Some racing knowledge and passion with horse racing will be considered an added advantage

How to apply

Please send your resume to:

Email:  recruit9@hkjc.org.hk
Fax:  2966-6984
Address: Human Resources Department, The Hong Kong Jockey Club, 8/F, Central Complex, Sha Tin Racecourse, New Territories