

The Hong Kong, China Tennis Association is seeking to recruit an:

ADMINISTRATIVE ASSISTANT (Temporary work in August)

Duties

- Assist Sports Executive in organizing tournaments.
- Provide administrative and clerical support to Sports Executive
- Provide on court support at the tournament site
- Data entry (English and Chinese typing)
- Answering phone calls

Requirements

- Candidates should have 5 passes in HKCEE (including grade E or Level 2 in English Language and Chinese Language). An Associate Degree or a Higher Diploma will be an advantage
- Able to work independently, detail minded and under pressure
- Basic written and spoken English and Chinese, knowledge of Mandarin is an advantage
- Proficiency in MS Word, Excel, PowerPoint and Chinese Word Processing
- Responsible, mature, stable and good communication interpersonal skill
- Aggressive, self-motivated & outgoing
- Good communication and presentation skills
- Knowledge of tennis is an advantage

Please apply with full resume by mail to The Senior Manager, Room 1021 Olympic House, 1 Stadium Path, Causeway Bay, Hong Kong on or before 4th August 2023 or by E-mail to info@tennishk.org

Personal data collected will be used for recruitment purpose only.