

The Hong Kong, China Tennis Association Limited is seeking to recruit a high caliber executive in the following capacity:

SPORTS EXECUTIVE (League)

Duties

- Assist and report to Manager in organizing league programmes.
- To liaise with the clubs and act as secretary for the League Management Committee
- Prepare budgets for events
- Prepare evaluation reports
- Attend meetings of the League Management Committee and provide administrative and secretariat support
- Prepare entry forms and correspondence for events
- Manage the online system for the Leagues
- Maintain proper files and records
- Assist in liaising with the clubs and sponsors
- Assist managers in preparing and implementing the yearly plan with a view to raising the standards and broadening the participation base of the sport

Requirements

- University Graduate
- Fluency in spoken and written English and Chinese, knowledge of Mandarin.
- Computer literate with hands on experience in MS Excel
- Aggressive, self-motivated & outgoing
- Good communication and presentation skills
- Knowledge of tennis is an advantage

Please apply with full resume together with expected salary by mail to The Chief Executive Officer, Rm. 1021 Olympic House, 1 Stadium Path, Causeway Bay, Hong Kong, or by email to info@tennishk.org on or before 4 September 2023.

Personal data collected will be used for recruitment purpose only.