

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

**SPORTS EXECUTIVE  
(Development)**

Job Descriptions

- Assist and report to the Manager/Senior Sports Executive in organising Player Development and Community programmes;
- Manage the events/programmes and maintain a proper administration system of the office;
- Liaise with the coaches;
- Liaise with different stakeholders for programmes implementation of activities, including LCSD, other organisations, schools or sponsors etc;
- Prepare and submit annual budgets and be responsible for preparing reports;
- Attend meeting when required and provide administrative supports;
- Assist in the execution of promotional plans;
- Promote the sports

Requirements

- A degree from a tertiary or post-secondary institution with at least 3 years' relevant working experience;
- Good command of both written and spoken English and Chinese, knowledge of Mandarin is an advantage;
- Proficient in PC applications and knowledge of social media management;
- Able to work independently and under pressure;
- Aggressive, self-motivated & outgoing;
- Knowledge of tennis is an advantage

Interested candidates please apply with full resume, current and expected salary and date of availability by mail to Chief Executive Officer, Rm. 1021 Olympic House, 1 Stadium Path, Causeway Bay, Hong Kong, or by e-mail to [info@tennishk.org](mailto:info@tennishk.org) before 25<sup>th</sup> August 2023.

**Please apply with the subject of "Apply for Sports Executive (Development)"**

(Personal data collected will be used for recruitment purpose only.)