

The Hong Kong, China Tennis Association is seeking to recruit a high calibre candidate for the following position:

HKCTA PRESIDENT'S OFFICE - EXECUTIVE ASSISTANT

Duties

- Assist and report to the President and Chief Executive Officer;
- Manage the daily itinerary of the President and maintain proper records;
- Prepare presentations for reporting and seeking out new sponsors;
- Liaise with government and LCSD and CSTB;
- Prepare and submit annual budgets and be responsible for preparing reports;
- Attend meetings when required and provide administrative support;
- Assist in the execution of promotional plans;

Requirements

- A degree from a tertiary or post-secondary institution with at least 10 years' relevant working experience;
- Good command of both written and spoken English and Chinese, knowledge of Mandarin is an advantage;
- Proficient in Microsoft Windows, PC applications and knowledge of social media management;
- Able to work independently and under pressure;
Team player, self-motivated & outgoing;
- Knowledge of tennis is an advantage

Interested candidates please submit your resume together with expected salary and application on or before **6th March 2024**.

Chief Executive Officer
Rm. 1021, Olympic House,
1 Stadium Path, Causeway Bay
Hong Kong

or by email to info@tennishk.org

Personal data collected will be used for recruitment purpose only. All applications will be treated in the strictest confidence. Candidates that are not contacted 3 months after the application deadline can consider their application unsuccessful.