

The Hong Kong, China Tennis Association Limited (“HKCTA”) is seeking to recruit a high caliber candidate to fill the following capacity:

Administrative Assistant

Duties

- undertake administrative and clerical duties
- maintain proper filing and accounting records
- provide secretarial support
- handle telephone inquiries and follow-ups
- assist in planning and organizing events
- perform any other appropriate duties as assigned by the supervisor
- weekend or holiday duty may be required

Requirements

- Grade E / Level 2 or above in 5 subjects including English (syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination
- Good spoken English, Cantonese and Mandarin will be an advantage
- Polite, hardworking and pleasant personality
- Proficiency in PC applications, including Chinese word processing
- Good interpersonal and communication skills
- Knowledge of tennis is an advantage

Interested candidates please submit your resume and application on or before **1 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.