

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

## **SPORTS EXECUTIVE**

### **Duties**

- Assist and report to the Manager/Senior Sports Executive in organising programmes;
- Manage the events/programmes and maintain a proper administration system of the office;
- Liaise with different stakeholders for programmes implementation of activities, including LCSD, other organisations, sponsors, coaches and officials 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 submit your resume together with expected salary and application on or before **15 April 2024**.

Chief Executive Officer  
Rm. 1021, Olympic House,  
1 Stadium Path, Causeway Bay  
Hong Kong  
or by email to [info@tennishk.org](mailto:info@tennishk.org)

Personal data collected will be used for recruitment purpose only. All applications will be treated in the strictest confidence.

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