

Senior Sports Executive

The Hong Kong, China Tennis Association (“HKCTA”) is seeking a high caliber candidate for the above position:

Job Description

- Assist and report to the Manager in organising training programmes;
- Organising overseas tours for players;
- Implement professional administration procedures and maintain a proper administration system of the office;
- Prepare & submit annual budgets & reports, statement of accounts, applications and proposals on various events;
- Attend meetings and provide administrative supports;
- Assist in the preparation and implementation of the Yearly Plan and the organization of various programmes approved by the Committees;
- Liaise with Leisure & Cultural Services Department, Hong Kong Sports Institute and other organizations on funding and other matters;
- Assist in liaising with sponsors;
- Assist in executing the social media plans on the platforms;
- Supervise and manage junior staffs; and
- Promote the sports.

Requirements

- A recognized university degree or post-secondary qualifications or equivalent (Sports / PE / Recreation/ Human Resources subject studied is an advantage);
- At least 5 years’ relevant working experience;
- Fluent in spoken and written Chinese and English, knowledge of Mandarin is an advantage;
- Good computer skills, ability to maintain website editing;
- Able to work independently and under pressure;
- A team player with excellent communication skills;
- Willing to work irregular hours;
- Aggressive, self-motivated & outgoing; and
- Knowledge of tennis is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before June 3, 2024. Please indicate on the subject of the email “Application for Senior Sports Executive”.

Applicants who are not invited for interview within three months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.