

Senior Sports Executive (Tournament-Pickleball)

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

Job Description

- Assist and report to the Senior Management including CEO, COO and Manager;
- Manage tournament & training programs of Pickleball, including supervision and management of clerical staff;
- Set and execute tournament plans and attend to on-site matters;
- Prepare and submit annual budgets and providing regular reports on income and expenditure to the Council;
- Attend meetings of the Committee and provide administrative and secretariat support;
- Handle and coordinate with other HKCTA staff on administrative functions, including those relating to fund transfer, accounting and payroll matters;
- Promote development of the sport discipline and assist the media publicity;
- Liaise with the LCSD and other bodies on funding and other relevant matters;
- Maintain proper administration of the NSA office;
- Assist in the preparation and implementation of the Pickleball Development Plan with a view to raising the standards and broadening the participating base of the sport discipline; and
- Ensure timely reporting and conscientious compliance with the terms of the HKCTA / LCSD.

Requirements

- Post secondary qualification with Sports / Physical Education / Recreation as one of the subjects studies;
- A minimum of 6 years of relevant working experience;
- Knowledge of tennis or sports is an advantage;
- Willing to take on additional responsibilities and work irregular hours;
- Being creative, outgoing, flexible, self-driven and a team player;
- Previous experience in government/NSA/ quasi government organizations preferred; and
- Fluency in spoken and written English and Chinese, knowledge of Mandarin is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before June 10, 2024. Please indicate on the subject of the email “Application for Senior Sports Executive (Tournament-Pickleball)”.

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.