

## Commercial Executive

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

### Job Description

- Support Senior Management in maximizing the commercial value of HKCTA's International Events and other initiatives.
- Conduct market research to gather intelligence and monitor the sports industry landscape, specifically focusing on tennis and pickleball.
- Establish a pipeline of potential clients and secure new sponsorships for HKCTA's International Events and other initiatives.
- Develop a comprehensive action plan to boost corporate hospitality sales for HKCTA's International Events.
- Create strategies for upselling, cross-selling, and retaining sponsorships and corporate hospitality sales.
- Serve as the main point of contact for HKCTA sponsors and corporate clients regarding day-to-day matters.
- Coordinate and collaborate with other HKCTA staff on administrative tasks, including invoicing, accounting, and contracts.
- Ensure professional handling of sponsors' and corporate clients' needs, requests, and entitlements.
- Propose and lead new commercial initiatives as directed by Senior Management.

### Requirements

- A minimum of 2 years of relevant working experience;
- Track record in sales or business development is an advantage;
- 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;
- 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](mailto:info@tennishk.org) on or before July 5, 2024. Please indicate on the subject of the email “Application for Commercial 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.