

## Operations Executive

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

### Job Description

- Support and report to Senior Management in the operational planning and execution of HKCTA's International Events and related activities.
- Conduct market research to gather intelligence on vendors and industry trends.
- Establish a network of potential vendors for HKCTA's International Events and other initiatives.
- Prepare procurement documents and oversee the procurement process in accordance with HKCTA internal guidelines.
- Serve as the main point of contact for HKCTA's appointed vendors regarding day-to-day matters.
- Coordinate event delivery with appointed vendors in areas such as ticketing, venue, catering, technology, and security.
- Propose and lead operational improvement initiatives as directed by Senior Management.

### Requirements

- A minimum of 2 years of relevant working experience;
- Track record in event operations 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 Operations 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.