

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/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; and
- Promote the sports.

Requirements

- A degree from a tertiary or post-secondary institution with at least 2 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; and
- Knowledge of tennis is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before July 16, 2024. Please indicate on the subject of the email “Application for 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.