

The Hong Kong, China Tennis Association Limited (“HKCTA”) is seeking to recruit a high Caliber candidate to fill the following capacity:

Administrative Assistant (Tournament)

Duties

- Assist and report to the Manager/Senior Sports Executive in organising programmes;
- Assist in coordinate the events/programmes and maintain a proper general administration duty of the office;
- Assist in communicate with different stakeholders for programmes implementation of activities, including LCSD, other organisations, sponsors, coaches and officials etc;
- Assist in prepare 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;
- Assist and report to the Manager/Senior Sports Executive in organising programmes;
- Assist in Manage the events/programmes and maintain an efficient administration system within the office.
- Coordinate with various stakeholders for the implementation of activities, including clubs, LCSD, other organizations, and officials,
- Assist in preparing and submitting annual budgets and reports,
- Attend meetings as required and offer administrative assistance,
- Aid in executing promotional plans and supporting sports promotion initiatives.
- Assist in office operations by managing office supplies, inventory, procurement, insurance renewals.
- Oversee office equipment management and handle daily administrative tasks and office correspondence.
- Support the Sports Executive in coordinating administrative tasks within the Human Resources department.

Requirements

- Grade E / Level 2 or above in 5 subjects including English (syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination
- Good spoken English, Cantonese and Mandarin will be an advantage
- Polite, hardworking and pleasant personality

- Proficiency in PC applications, including Chinese word processing
- Good interpersonal and communication skills
- Knowledge of tennis is an advantage

Interested candidates please email your resume and expected salary to info@tennishk.org on or before November 30, 2024. Please indicate on the subject of the email “Application for **Administrative Assistant (Tournament)**”.

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.