

**Responsibilities:**

- Support Senior Management in maximizing the commercial value of HKCTA's International Events.
- 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.
- Oversee corporate hospitality program 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.

**Requirements:**

- A minimum of 2 years of relevant working experience (more experienced candidates will be considered for the Manager role);
- Bachelor degree holder in Event Management / Business or relevant discipline is preferred
- 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.
- Proficiency in Microsoft Office, Excel, PowerPoint
- Candidate with more experience will be considered as Commercial Manager

If you are interested in the above position, please submit detailed CV to [info@tennishk.org](mailto:info@tennishk.org). Please indicate on the subject of the email "Application for **Commercial Manager / Executive (International Events)**".

We look forward to hearing from qualified candidates who share our passion for tennis and growing the sport within our local community. 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.

The deadline of the application is **20 March 2025**.