



## **Operations Manager / Executive (International Events)**

### **Responsibilities:**

- 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.
- Support preparing procurement documents and oversee the procurement process in accordance with HKCTA internal guidelines.
- Liaise with local stakeholders such as venue providers, Immigration Department & Police
- Coordinate event delivery with appointed vendors in areas such as ticketing, venue, catering, technology, and security.

### **Requirements Competencies:**

- 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 or relevant discipline is preferred
- 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.
- Proficiency in Microsoft Office, Excel, PowerPoint
- Candidate with more experience will be considered as Operations 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 **Operations 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**.