



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

Administrative Assistant

Duties

- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Provide secretarial support
- Handle telephone inquiries and follow-ups
- Assist in planning and organizing events
- Perform any other appropriate duties as assigned by the supervisor
- Weekend or holiday duty may be required

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

*This position is subvented by LCSD.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 15 Jan 2026. Please indicate on the subject of the email “Application for **“Administrative Assistant”**”.

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.