Job Opening: Office & Administration Manager

Reporting to: Director of Finance and Control

Role Purpose

The Office & Administration Manager is responsible for overseeing the day-to-day office operations and administrative functions of HKCTA, ensuring efficient support to senior management, staff and stakeholders. This role plays a key part in maintaining effective internal controls, compliance, and a well-organized working environment to support the Association's strategic objectives.

Key Responsibilities

Office & Administration Management

- Oversee daily office operations to ensure efficiency, effectiveness, and compliance with HKCTA policies and procedures
- Manage office facilities, equipment, supplies, and service providers (e.g. IT support, office supplies)
- Develop and implement administrative policies, workflows and internal controls

Governance & Secretarial Support

- Provide administrative and secretarial support to senior management
- Coordinate meeting logistics, prepare agendas, minutes and follow-up action items
- Assist with governance, compliance, and record-keeping in line with Association and regulatory requirements

Procurement & Vendor Management

- Support procurement processes, including sourcing, quotations, vendor evaluation and contract administration

- Manage vendor relationships and monitor service quality and cost effectiveness

Finance & Compliance Support

- Provide administrative support to finance-related processes, including invoice handling, documentation and audit preparation
- Ensure proper filing, record retention and compliance with internal policies and external requirements

General Administration

- Act as a key point of contact for internal staff and external stakeholders on administrative matters
- Support ad hoc projects and initiatives as assigned by management

Skills & Competencies

- Strong organizational, planning and multitasking skills
- Excellent communication and interpersonal skills
- Solid knowledge of office management, administration and governance practices
- Proficient in MS Office applications (Word, Excel, PowerPoint)
- High level of integrity, attention to detail and accountability

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 30 April 2026. Please indicate on the subject of the email "Application for Office & Administration Manager".

Applicants who are not invited for interview within three months may consider them 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.