



Job Opening: Senior Events Manager

Job Purpose:

To lead the operational planning and execution of HKCTA's international and local events, ensuring excellence in venue management, procurement, and cross-departmental coordination.

Key Responsibilities:

- **Operational Support:** Assist in the day-to-day operational planning for HKCTA's International Events, ensuring all preparatory tasks are aligned with the Director's roadmap. Provide administrative support to the Director.
- **Procurement:** Assist in the procurement process (preparation, evaluation & awarding of tenders and RFPs (Request for Proposal) for external vendors and service providers to ensure cost-efficiency and compliance.
- **Budgetary Control:** Support the preparation and timely updates of budgets for WTA, ATP, and other major events, ensuring financial data is accurate and accountable.
- **Cross-Departmental Coordination:** Coordinate planning efforts across the operations, commercial, and marketing departments to ensure a streamlined and cohesive approach to event delivery. Develop and implement operational timelines and for these cross functional teams.
- **Vendor & Site Management:** Liaise with vendors and contractors, overseeing their performance and assisting with on-site operations during tournament "bump-in", "bump-out" and tournament weeks.
- **Stakeholder Liaison:** Assist with communications and liaison with venue operators, government departments, tennis governing bodies (WTA 250 /ATP 250 / ITF), sponsors and Tournament Committee to ensure a smooth event delivery.
- **Venue Readiness:** Assist in managing the transition of year-round sites into world-class competition venues, including the setup of infrastructure, signage, and equipment.
- **Tournament week:** Monitor to ensure tournament readiness across key functional areas including – on-site presentation, catering, cleaning, transport, security, corporate hospitality, ticketing and venue operations.
- **Compliance & Technical Support:** Support the team in meeting the technical and operational requirements set by international tour regulators.
- **On-site Execution:** Act as a key operational lead during event periods to resolve immediate issues and ensure a high standard of site presentation and service.



Requirements:

- A minimum of 5 years of solid experience in large-scale event operations or project management, preferably in the sports industry.
- Bachelor's degree in Sports Management, Project Management, Business, or a relevant discipline.
- Proven track record in managing complex budgets and procurement processes.
- Proficiency in Microsoft Office, particularly advanced Excel and Project management tools.
- A strong team player capable of working under extreme time pressure and irregular hours.
- Exceptional organizational and multitasking abilities.
- Fluency in spoken and written English and Chinese, Mandarin is a plus.

If you are interested in the above position, please submit detailed CV to info@tennishk.org. Please indicate on the subject of the email **"Application for Senior Events Manager"**.

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 31 May 2026.