



Job Opening: Commercial Relationship Executive

Key Responsibilities:

- **Client Service Excellence:** Provide high-quality service to sponsors and corporate box holders across all HKTS events to ensure a premium hospitality experience.
- **Relationship Building:** Proactively build and maintain strong professional relationships with existing sponsors, partners, and corporate box holders.
- **Entitlement Management:** Maintain in-depth knowledge of all sponsor and corporate box entitlements to ensure accurate and seamless delivery of rights.
- **Commercial Support:** Assist the Head of Commercial in managing and growing HKCTA's sponsorships, partnerships, and stakeholder relationships.
- **Inquiry Handling:** Respond to all inquiries regarding corporate hospitality and sponsorship packages in a timely and professional manner.
- **Rights Activation:** Assist in delivering sponsorship rights and benefits across various HKCTA events and programs, ensuring maximum partner visibility and engagement.
- **Proposal Preparation:** Prepare professional sponsorship proposals, presentations, and commercial packages for potential stakeholders.
- **Stakeholder Communication:** Act as a key contact point and provide timely event updates to corporate stakeholders as required.

Requirements:

- Proven experience in client services management or account management.
- Bachelor's degree holder in Event Management, Business, Marketing, or a relevant discipline is preferred.
- Strong ability to prepare professional presentations and commercial proposals.
 - Fluency in spoken and written English and Chinese (Cantonese); Mandarin is an advantage.
 - Proficiency in Microsoft Office (PowerPoint, Excel, Word).
- Attributes:
 - A team player who can work effectively under time pressure during tournament seasons.
 - Excellent interpersonal and communication skills to build rapport with corporate clients.
 - Self-driven, flexible, and willing to work irregular hours including weekends.
- Preferred Qualifications:
 - Knowledge of tennis or the sports industry.
 - Previous experience in government/NSA or sports-related organizations is an advantage.



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 Commercial Relationship Executive”**.

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.