

Administrative Assistant

Reporting to: Office & Administration Manager

Role Purpose

The Administrative Assistant is responsible for the day-to-day administrative functions of HKCTA and provides comprehensive support to the Office & Administration Manager, staff and stakeholders.

Key Responsibilities

- Provide administrative support to the Office & Administration Manager
- Support daily office operations to ensure efficiency, effectiveness, and compliance with HKCTA policies and procedures
- Assist with governance, compliance, and record-keeping in line with Association and regulatory requirements
- Support procurement processes, including sourcing, quotations, vendor evaluation and contract administration
- Provide administrative support to finance-related processes, including invoice handling, payment collection and follow-up on outstanding fees
- Maintain proper filing, record retention and compliance with internal policies and external requirements
- Support ad hoc projects and initiatives as assigned by management

Skills & Competencies

- Strong organizational, planning and multitasking skills
- Excellent communication and interpersonal skills
- Proficient in MS Office applications (Word, Excel, PowerPoint)
- High level of integrity, attention to detail and accountability
- Team player with a proactive attitude and willingness to learn

* This position is subvented by LCSD.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 8 Aug 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.