

Job Opening: Sports Executive (Development Team)

Job Description

- Assist and report to supervisor in organizing programmes/ courses.
- Manage training programmes/ courses including supervision and management of clerical staff.
- Liaise with stakeholders (clubs, LCSD, other organizations) for programme implementation and publicity.
- Prepare and submit annual budgets; provide regular reports on income and expenditure to the Council.
- Attend Committee meetings and provide administrative and secretariat support.
- Handle administrative functions with other HKCTA staffs, including fund transfer, accounting, and payroll.
- Maintain proper administration of the NSA office and ensure compliance with HKCTA/LCSD requirements.
- Assist in the preparation and implementation of development plans to raise standards and broaden participation.
- Execute promotional plans and contribute to the growth of the sport.
- Ad-hoc assignments if required.

Requirements

- A degree or post secondary qualification in Sports, Physical Education, Recreation, or related discipline, at least 2 years relevant working experience.
- Knowledge of tennis, pickleball or other sports is an advantage.
- Proficient in PC applications; knowledge of social media management preferred.
- Fluency in spoken and written English and Chinese; Mandarin is an advantage.
- Creative, outgoing, flexible, self driven, team player; able to work independently and under pressure.
- Willing to take on additional responsibilities and occasionally work irregular hours.
- Previous experience in government, NSA, or quasi government organizations preferred.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 24 July 2026. Please indicate on the subject of the email “Application for Sports Executive (Development Team)”.

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.