



HONG KONG, CHINA TENNIS ASSOCIATION 中國香港網球總會

Job Opening: Sports Executive

Key Responsibilities

- Support the Manager/ Senior Sports Executive in organising programmes and related logistic arrangements
- Manage the events/ programmes and maintain a proper office administration
- Liaise with different stakeholders for programmes and activities implementation, including the Hong Kong Sports Institute – HKSI / Leisure and Cultural Services Department – LCSD / Sports Federation and Olympic Committee – SF&OC and other external organisations, sponsors, coaches and officials etc
- Prepare and submit annual budgets and reports
- Attend meetings when required and provide administrative supports
- Assist in the execution of promotional plans
- Promote tennis sports and manage social media
- Provide ad hoc support to the duties assigned

Job Requirements

- A degree or post-secondary qualification in Sports, Physical Education, Recreation, or related discipline
- At least 2 years relevant working experience. Previous experience in government, NSA, or quasi-government organizations is preferred.
- Proficient in PC applications; knowledge of MS Office is preferred.
- Fluent 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.
- Knowledge of tennis, pickleball or other sports is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 17 October 2026. Please indicate on the subject of the email "Application for Sports Executive".

Applications 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.