

Job Opening: High Performance Administration Manager

Key Responsibilities

- Assist management in organizing, executing and managing development, community, and performance programmes.
- Maintain smooth daily office administration, handle documentation, attend required meetings and provide logistic support.
- Prepare and control annual budgets, track expenses, statement of accounts, proposals, and progress reports for management approval.
- Act as a primary liaison with key stakeholders, including external organizations, government departments (including the Hong Kong Sports Institute – HKSI / Leisure and Cultural Services Department – LCSD / Sports Federation and Olympic Committee – SF&OC), funding bodies, coaches, officials and parents.
- Execute social media and promotional strategies to actively promote tennis.
- Perform ad-hoc duties and special projects as assigned.

Requirements

- Bachelor's Degree in Sports and Recreation Management, Public Administration or related discipline.
- Minimum 5 years of relevant working experience. Experience in project and budget management is preferred.
- Strong command of written and spoken English and Chinese, Mandarin is a plus.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), social media management skills is a plus.
- Attention to detail, strong organizational skills, and able to work independently in a fast-paced environment.
- Excellent interpersonal, communication, and teamwork skills.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 16 October 2026. Please indicate on the subject of the email "Application for High Performance Administration Manager".

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.