



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

## Job Opening: Administrative & Operations Officer

### Key Responsibilities

- Support daily office operations, including procurement, inventory management and office supplies administration, to ensure efficiency, effectiveness and compliance with HKCTA policies and procedures.
- Assist with governance, compliance, documentation and maintain accurate filing systems, databases and programme records to support operational efficiency.
- Handle finance-related processes, including invoice processing, payment collection, reimbursement coordination and follow-up on outstanding fees.
- Coordinate and support the organisation and delivery of programmes, events and related logistic arrangements.
- Manage programme administration, participant records, registrations, scheduling and general office administration functions.
- Prepare, compile and submit regular programme reports, statistics and administrative records.
- Assist in the planning and execution of promotional and engagement activities.
- Coordinate with the Marketing team and agency on social media content, promotional materials, and marketing campaigns.
- Handle enquiries from participants, partners and the public in a professional and timely manner.
- Undertake any other ad hoc duties and projects as assigned by management.

### Job Requirements

- Post-secondary education qualification or above, in Sports and Recreation Management, Physical Education, Business, Social Science or related discipline.
- Minimum 3 years of relevant working experience, experience in sports association, membership-based organizations, club house and recreation company is an advantage.
- Proficient in Microsoft Office, with good knowledge of statistics and reporting.
- Proficient in written and spoken English and Chinese, knowledge of Mandarin is an advantage.
- Good team player, with strong interpersonal and stakeholder management skills.
- Self-motivated, well-organized, accountable and able to work under pressure.
- Knowledge of tennis, sports club and/or the broader sports industry is highly desirable.
- Willing to take on additional responsibilities and work extra hours if needed.

Interested candidates please email your resume and expected salary to [info@tennishk.org](mailto:info@tennishk.org) **on or before 8 November 2026**. Please indicate on the subject of the email “Application for Administrative & Operations Officer”.

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.