



Hong Kong, China Table Tennis Association

Administrative Assistant

Responsibilities:

1. Assist in organizing and executing competitions and programmes;
2. Manage competition equipment and maintain organized inventory;
3. Perform administrative and clerical tasks as assigned;
4. Handle public inquiries and assist with data entry;
5. Ensure tidiness of the office and warehouse.

Qualifications:

1. Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in 5 subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent;
2. A minimum of 1 year experience in office administration work, preferably in sport or event field;
3. Fluent in both written and spoken English and Chinese ;
4. Good in MS Word, Excel, PowerPoint applications;
5. Familiar with social media platform, Photoshop, Illustrator or 3D software is an advantage;
6. Fast Chinese word processing skills are preferred;
7. Knowing of Putonghua is a plus.

What We Offer:

- This is a contract position with the possibility of extension based on performance and funding availability
- Competitive salary subject to qualification & experience.
- Fringe benefits including MPF, medical scheme and other attractive fringe benefits.

How to Apply:

Apply in writing by sending e-mail with cover letter, full resume, present & expected salary to recruit@hkta.org.hk on or before **17 March 2026**.

Please mark "Application for Administrative Assistant" on the email subject.

(All information provided will only be used for recruitment related purpose.)

**This post is subvented by the Leisure & Cultural Services Department.*

**Successful candidates must consent to undergoing the Sexual Conviction Record Check.*