



Hong Kong, China Table Tennis Association

Administrative Assistant

Responsibilities:

1. To be responsible for data processing of the Member Registration and Ranking System of the Association;
2. To be responsible for handling public enquiry;
3. To assist in the organization of Association's competitions and programmes;
4. To manage the competition equipment and inventory;
5. To undertake administrative and clerical duties as assigned.

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 one year's experience in office administration work is preferable;
3. Fluent in written & spoken English & Chinese languages;
4. Good PC skills, including MS Word, Excel, PowerPoint applications;
5. Familiar with social media platform, Photoshop, Illustrator or 3D software will be an advantage;
6. Fast Chinese word processing and knowing Putonghua is preferable.

What We Offer:

- Competitive salary subject to qualification & experience.
- Fringe benefits including MPF, medical scheme and other attractive fringe benefits.

How to Apply:

Apply in writing or E-mail with cover letter, full resume, present & expected salary to the following address on or before **15 December 2024**.

(1) Hong Kong, China Table Tennis Association
Room 2008, Olympic House, 1 Stadium Path
So Kon Po, Causeway Bay, Hong Kong

(2) recruit@hkta.org.hk

Please mark "Application for Administrative Assistant" on the envelope/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 undergo the Sexual Conviction Record Check.*