



## Hong Kong Table Tennis Association Sports Administration Officer

### Responsibilities:

- Carry out day to day running of the HKTTA activities
- Organize and execute the programmes approved by the Executive Committee
- Liaise with Leisure & Cultural Services Department and other organizations on funding and other matters
- Assist the Coaching Director in implementing programmes related to talent Identification, coach education and athlete promotion programmes
- Promote the development of the sport and arrange publicity through the media
- Prepare reports and budgets

### Qualifications:

- An accredited Associate Degree from a Hong Kong tertiary institution / a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent
- Registered coach of HKTTA is preferable
- Proficiency in written & spoken English & Chinese
- Knowing Putonghua will be an advantage
- Good PC skills, including MS Word, Excel, PowerPoint
- Fast Chinese word processing is preferable
- Familiar with Photoshop, Illustrator, AI, or 3D software will be an advantage

### Salary:

- Negotiable subject to qualification & experience

### Benefits:

- MPF
- Medical scheme

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **31 July 2022.**

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

Please mark "Application for Sports Administration Officer" on the envelope.

- (2) [recruit@hkta.org.hk](mailto:recruit@hkta.org.hk)

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

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