



Hong Kong, China Table Tennis Association

Sports Administration Officer (Sports Executive)

Responsibilities:

- Organize and execute the programmes approved by the Executive Committee
- Carry out day to day administration and logistics works of the programmes
- Liaise with Leisure & Cultural Services Department and other organizations on funding, venue booking and other related matters
- Assist in sport and marketing promotions by using social media platform and arrange publicities
- Prepare budgets and reports

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
- At least one year experiences in sports and related industry are preferable
- Proficiency in written & spoken English & Chinese languages
- Fast Chinese word processing is preferable
- Good PC skills, including MS Word, Excel, PowerPoint applications
- Familiar with Photoshop, Illustrator or 3D software will be an advantage
- Knowing Putonghua will be an advantage
- Candidates with less qualifications for this post may be considered for the position of Administration Assistant

Salary:

- Negotiable subject to qualification & experience

Benefits:

- MPF
- Medical scheme
- Attractive fringe benefits

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **12 July, 2024**.

- (1) Hong Kong, China 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

(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.*