



# Hong Kong, China Table Tennis Association

## Sports Administration Officer

### (1-year Contract)

#### 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
- 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
- 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 or 3D software will be an advantage

#### Salary:

- Negotiable subject to qualification & experience

#### Benefits:

- MPF
- Medical scheme
- Contract-end gratuity

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **27 August, 2023**.

(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](mailto:recruit@hkta.org.hk)

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

*\*This post is financially supported by the Leisure & Cultural Services Department*

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