



# Hong Kong, China Table Tennis Association

## Sports Executive

### Responsibilities:

1. Organize and execute the competitions and programmes approved by the Executive Committee;
2. Carry out day to day administration and logistics works of the competitions and programmes;
3. Liaise with Leisure & Cultural Services Department and other organizations on funding, venue booking and other related matters;
4. Liaise with related Committees of the Association for development of the sport;
5. Assist in promotions by producing publicities materials and using social media platform;
6. Prepare budgets and reports of the events.

### Qualifications:

1. 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;
2. At least 1 year experience in sports and related industry is preferable;
3. Proficiency in written & spoken English & Chinese languages;
4. Good PC skills, including MS Word, Excel, PowerPoint applications;
5. Familiar with social media platform, Photoshop, Illustrator, Canva or 3D software will be an advantage;
6. Fast Chinese word processing is preferable;
7. Knowing Putonghua will be an advantage.

### 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 **21 April 2025**.

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

Please mark "Application for Sports Executive" on the envelope/email subject.

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

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