



# Hong Kong, China Table Tennis Association

## Sports Executive

### Responsibilities:

1. Organize, manage and execute sports development programmes and activities approved by the Executive Committee;
2. Carry out day-to-day administration and logistics for development programmes, local competitions, and table tennis courses;
3. Liaise closely with Leisure & Cultural Services Department, school networks, coaches, venues, and other external organizations regarding funding, venue bookings, and related administrative matters;
4. Provide comprehensive secretarial and administrative support to the Association's Committees;
5. Handle administration, inquiries and database management;
6. Assist in event promotions by producing publicities materials, managing social media updates and coordinating public relations efforts.
7. Prepare programme budgets, statement of accounts and evaluation reports for submission to funding bodies.

### 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. 1-2 years of relevant working experience (experience in local sports associations, NSAs, or working with LCSD funding is highly preferred). Fresh graduates with strong school sports leadership experience will also be considered;
3. Strong organizational, multitasking, and problem-solving skills;
4. Proficient in MS Office (Word, Excel, PowerPoint) and basic graphic design tools (e.g., Canva) for publicity materials;
5. Good command of both written and spoken English and Chinese (Cantonese and Putonghua);
6. Immediate available is preferred;
7. Less experience candidates will be considered as Administrative Assistant.

### What We Offer:

- This is a contract position with the possibility of renewal or extension, subject to performance evaluation and funding availability;
- A competitive salary package, commensurate with qualifications and relevant work experience;
- MPF, a comprehensive medical scheme, annual leave, and other benefits;

### How to Apply:

Apply in writing by sending e-mail with cover letter, full resume, present & expected salary to [recruit@hkta.org.hk](mailto:recruit@hkta.org.hk) on or before **17 August 2026**.

Please mark "Application for Sports Executive" on the 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 undergoing the Sexual Conviction Record Check.*