



## Hong Kong, China Table Tennis Association Sports Executive

### **Responsibilities:**

1. Organize and execute the programmes approved by the Executive Committee;
2. Assist in marketing promotions by managing social media platform and arrange production and delivery of publicities;
3. Carry out day to day administration and logistics works of the programmes;
4. Prepare and submit annual budgets & reports, statement of accounts, applications and proposals on various programmes;
5. Provide administrative support to the supervisors, Executive Committee and other related Committees and to maintain a proper administration and filing system of the office;
6. Liaise with Leisure & Cultural Services Department and other organizations on funding, venue booking and other related matters;

### **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. Good and familiar with using social media platform, Canvas, Photoshop, Illustrator or 3D software;
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 by sending e-mail with cover letter, full resume, present & expected salary to [recruit@hktta.org.hk](mailto:recruit@hktta.org.hk) on or before **20 February 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.*