



Hong Kong, China Table Tennis Association

Sports Executive

Responsibilities:

1. Organize, manage and execute programmes approved by the Executive Committee;
2. Handle budget, logistics and administrative matters related to the feeder programme and other assigned initiatives;
3. Plan and manage programmes at the Table Tennis Centre;
4. Prepare and submit annual budgets, reports, statement of accounts and proposals for various programmes;
5. Provide administrative assistance to supervisors, Assistant Director (Coaching and Athletes Development), and related Committees;
6. Liaise with Leisure & Cultural Services Department, Hong Kong Sports Institute 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. A minimum of 1 year of experience in sports and related industry is preferred;
3. Proficient in both written and spoken English & Chinese;
4. Good PC skills, including proficiency in MS Word, Excel, PowerPoint;
5. Familiarity with social media platforms, Canvas, Photoshop, Illustrator or 3D software;
6. Fast Chinese word processing is preferred;
7. Knowing Putonghua is a plus.

What We Offer:

- This is a contract position with the possibility of extension based on performance and funding availability
- 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@hkta.org.hk on or before **17 March 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.*