



Hong Kong, China Table Tennis Association

Sports Executive

Responsibilities:

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

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 experiences in sports and related industry are 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 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 **28 October 2024**.

- (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

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