



Hong Kong Table Tennis Association Senior Sports Administration Officer (Marketing & PR)

Responsibilities:

- Propose on marketing and promotion campaigns and seek commercial sponsorship.
- Develop and implement of digital marketing initiatives on website, social media and other platforms.
- Prepare & submit annual budgets & reports, statement of accounts, applications and proposals on various events.
- Liaise with Leisure & Cultural Services Department, sponsors and other organizations on funding, reporting and other matters.
- Oversee the publicity, promotion, etc. of international and local tournaments.
- Assist in the preparation and implementation of the Yearly Plan and the organization of various programmes approved by the Executive Committee.
- Liaise in media and commercial invitations of Hong Kong Team.
- Supervise and manage other staff.

Qualifications:

- An accredited Associate Degree from a Hong Kong tertiary institution or equivalent (Marketing / Communication / PR / Sports / PE / Recreation subject studied is an advantage)
- A minimum of 6 years' experience
- Proficiency in written & spoken English & Chinese
- Knowing Putonghua will be an advantage
- Good PC skills, including MS Word, Excel, PowerPoint
- Fast Chinese word processing is preferable
- Familiar with Photoshop, Illustrator or 3D software will be an advantage

Salary:

- Negotiable subject to qualification & experience

Benefits:

- MPF
- Medical scheme
- Attractive fringe benefits

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **15 May 2023**.

- (1) Hong Kong Table Tennis Association
Room 2008, Olympic House, 1 Stadium Path
So Kon Pon, Causeway Bay
Hong Kong

Please mark "Application for Senior Sports Administration Officer" on the envelope.

- (2) recruit@hkta.org.hk

(All information provided will only be used for recruitment related purpose.)
**Successful candidates must consent to undergoing the Sexual Conviction Record Check.*