



**Hong Kong, China Table Tennis Association**  
**Senior Sports Executive**  
**(PR, Marketing & Social Media)**

**Responsibilities:**

1. Work out marketing and promotion campaigns, proposals and seek commercial sponsorship;
2. Develop and implement digital marketing initiatives on website, social media and other platforms;
3. Prepare & submit annual budgets & reports, statement of accounts, applications and proposals for various programmes;
4. Liaise with Leisure & Cultural Services Department, sponsors and other organizations on budgeting, funding and other financial related matters;
5. Promote the sport development and arrange publicities through the social media;
6. Oversee the publicity and promotion of international and local tournaments;
7. Assist in the preparation and implementation of the Yearly Plan and the organization of various programmes approved by the Executive Committee;
8. Liaise with media and commercial invitations of Squad Team;
9. Staff management and supervision.

**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 (Sports/ Recreation/Communications subject studied is an advantage);
2. A minimum of 4 years' experience in related fields preferably with NSA and sports organizations;
3. Proficiency in written & spoken English & Chinese; knowing Putonghua will be an advantage;
4. Familiar with social media platform, Canva, Photoshop, Illustrator or 3D software;
5. Strong organizational skills and attention to detail;
6. Excellent communication and interpersonal skills;
7. Good PC skills, including MS Word, Excel, PowerPoint ;
8. Fast Chinese word processing is preferable;
9. A lower qualifications candidate will be offered the post as a Sports Executive.

**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 e-mail to [recruit@hkta.org.hk](mailto:recruit@hkta.org.hk) with a cover letter, full resume, present & expected salary on or before **7 April 2025**.

Please mark "Application for Senior Sports Executive" on the email subject.

*(All information provided will only be used for recruitment related purpose.)*

*\*Successful candidates must consent to undergoing the Sexual Conviction Record Check.*