



# Hong Kong, China Table Tennis Association

## Senior Sports Executive

### Responsibilities:

1. Provide administrative and secretarial support to the supervisors and Executive Committee;
2. Manage day-to-day office operations and ensure a smooth workflow;
3. Prepare & submit annual budgets & reports, statement of accounts, applications and proposals on various programmes;
4. Liaise with Leisure & Cultural Services Department and other organizations on budgeting, funding and other financial related matters;
5. Manage the programmes and maintain a proper administration system of the office;
6. Promote the development of the sport and arrange publicities through the social media.
7. Handle the personnel related matters;
8. Assist in the preparation and implementation of the Yearly Plan and the organization of various programmes approved by the Executive Committee;
9. Supervise and manage a team of staff.

### 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/PE/Recreation/Human Resources subject studied is an advantage);
2. A minimum of 4 years' experience in related fields preferably with NSA;
3. Proficiency in written & spoken English & Chinese; knowing Putonghua will be an advantage;
4. Strong organizational skills and attention to detail;
5. Excellent communication and interpersonal skills;
6. Good PC skills, including MS Word, Excel, PowerPoint ;
7. Fast Chinese word processing is preferable;
8. Familiar with social media platform, Photoshop, Illustrator or 3D software 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 **23 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](mailto:recruit@hkta.org.hk)

Please mark "Application for Senior 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.*