



Hong Kong Table Tennis Association Technical Executive

Responsibilities:

- Carry out day to day running of the HKTТА activities;
- Organize and execute the programmes approved by the Executive Committee;
- Liaise with Leisure & Cultural Services Department and other organizations on funding and other matters;
- Assist the Coaching Director in implementing programmes related to talent Identification, coach education and athlete promotion programmes;
- Communicate with coaches, athletes and other organizations on the coordination and supports to the Squad Training Programmes;
- Assist with the arrangements for logistic support for overseas trips and other training programmes;
- Prepare budgets and reports.

Qualifications:

- Secondary education qualification;
- Level II of the Hong Kong Coach Accreditation Programme or equivalent;
- Good 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.

Salary:

- Negotiable subject to qualification & experience

Benefits:

- MPF
- Medical scheme

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **5 June, 2022.**

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

Please mark "Application for Technical Executive" on the envelope.

- (2) recruit@hkta.org.hk

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

**This post is financially supported by the Leisure & Cultural Services Department*

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