



Hong Kong, China Table Tennis Association

Deputy Senior Sports Executive

(PR, Marketing & Social Media)

Responsibilities:

1. Carry out day-to-day operations, administrative duties and logistics support for local and international programmes and initiatives;
2. Assist in preparing, implementing, and monitoring the annual programme plan as approved by the Executive Committee;
3. Plan, coordinate, and deliver ground operations, venue management, and logistics for the approved events;
4. Assist to manage and content creations for all official social media platforms, website content, and digital marketing channels to promote local table tennis development and build fan engagement;
5. Execute integrated publicity and PR campaigns for major international and local tournaments;
6. Assist in drafting annual budgets, statements of accounts, and post-event financial reports;
7. Liaise directly with the Leisure and Cultural Services Department, commercial sponsors, and partner organizations regarding subventions, funding compliance, and financial matters;
8. Prepare sponsorship decks, grant proposals, and reports for various programmes;
9. Provide secretarial and administrative support to the Executive Committee, sub-committees, and senior management, maintaining an organized office filing system.

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' relevant experience in event management, marketing or general administration, preferably with NSA and sports organizations;
3. High proficiency in written & spoken English & Chinese. Fluency in Putonghua is a strong advantage.
4. Strong familiarity with social media platforms (e.g., Instagram, Facebook, YouTube) and content publishing;
5. Proficient in MS Office (Word, Excel, PowerPoint) and design/media tools (e.g., Canva, Adobe Illustrator, Photoshop). Fast Chinese word processing is preferred;
6. Excellent organizational, multi-tasking, and interpersonal skills, with strong attention to detail and the ability to work under pressure during event periods.

Note:

Candidates with less relevant experience or lower qualifications may be considered for the position of 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 with a cover letter, full resume, present & expected salary on or before **11 September 2026**.

Please mark "Application for Deputy SSE" 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.*