



Hong Kong Table Tennis Association Sports Administration Officer (Sports Executive)

Responsibilities:

- Carry out day to day running of the HKTTA activities
- Organize and execute the programmes approved by the Executive Committee
- Prepare reports and budgets
- Liaise with Leisure & Cultural Services Department and other organizations on funding and other matters
- Promote the development of the sport and arrange publicity through the media

Qualifications:

- 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
- 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, AI, or 3D software will be an advantage

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 December 2019**.

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

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

- (2) leonang@hkta.org.hk

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