ABOUT WORLD TABLE TENNIS

The creation of World Table Tennis (WTT) is set to revolutionise the way table tennis is viewed and commercialised across the globe. With significant external investment and commitment to long term partnership, WTT is much more than a vehicle to house current rights. As the dedicated commercial rights entity, for the International Table Tennis Federation (ITTF), WTT has the ambition and ability to create new assets and events, capitalising on the unrivalled potential of the sport. The clear aim is to build WTT into a revenue generation powerhouse, ploughing profits back into Table Tennis to continually develop and transform the sport. With 300 million players and over 500 million fans, the potential of the sport of table tennis is waiting to be unleashed.

WORLD TABLE TENNIS

JOB DESCRIPTION

WTT EVENT SERVICES COORDINATOR

RESPONSIBILITIES

— Responsible for the production and stakeholder communication of the Player Entry Lists for all WTT Events (Series, Feeder, Youth)
— Ongoing management of Player Entries, Withdrawals, Wildcard and Nominations and liaison with the respective Event Supervisors
— Management of ITTF Group player participation forms and new player registration
— Management of prize money workbook compilation and player prize money receipts.
— Data entry of events into the Admin Portal
— Monitoring of key email inboxes with timely responses provided for inquiries
— Assist on research and report projects that support the strategic initiatives of the WTT.
— Liaison with LOC and/or other stakeholders (players, member associations, coaches) regarding entries, participation, prizemoney and OES procedures
— Coordinate the core event logistics for ITTF World Championships and major WTT events
— Responsible for accreditation management at major WTT/ITTF Events
— Work cross-functionally with other WTT Event Department departments including event operations and administrative support at WTT/ITTF events.
— Attend Events and assist in event operations and administrative roles as required
— Assist the Event Strategy Director, Head of Event Series and Head of Event and Experience as required

REQUIREMENTS

Essential:
— Diploma or degree in Sport or Information Technology, with 1 year relevant experience
— Proficient with Microsoft Office
— Strong IT literacy and business acumen
— Excellent written and verbal communication skills
— Possess an eye for details and ability to prioritize tasks
— Able to work under pressure and tight timelines
— Proactive and keen to learn
— Varied work hours may apply when required, dependent on the event needs

Desirable:
— Passion for sport and business;
— Ability to work in multiple languages, with preference for European languages.

HOW TO APPLY

Submit CV and cover letter to careers@worldtabletennis.com with the email subject titled “WTT Event Services Coordinator”.

Due to the high number of candidate applications expected, only those who are shortlisted will be contacted.