

Recruitment of Contract Post

Corporate Communications Officer (Wanchai)

Key Responsibilities

- Assist in corporate publicity, promotion and liaison with donors, funding bodies and media;
- Plan and implement corporate and fund raising events, coordinate agency-wide publications and promotional collaterals; and
- Provide secretarial support and handle ad hoc projects.

Requirements

- Post-secondary education with minimum 2 years work experience, preferably in online marketing, publicity, media and brand building work
- Good interpersonal and communication skills in both written and spoken English and Chinese (Cantonese and Putonghua)
- A good team player with a strong sense of responsibility, attentive to details and to meet tight deadlines
- Proficient in PC skills including MS Word, Excel, PowerPoint and Chinese word processing

Appointment will be made on contract term with full time staff benefits including training subsidies, medical benefits and additional Employer's MPF contributions for staff of over 5 years of service etc. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)