



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

Corporate Communications Officer (Wan Chai)

Reporting to the Corporate Communications Manager, the post-holder will be accountable for the following key responsibilities:

- Plan and implement corporate and fundraising events, coordinate agency-wide publications and promotional collaterals;
- Assist in corporate publicity, promotion and liaison with donors, funding bodies and mass media; and
- Provide secretarial support to assigned Committees / Working Groups, and handle ad hoc projects.

Requirements

- Post-secondary education preferably with Bachelor degree plus minimum 2 years work experience in marketing, publicity, media and brand building work preferred;
- Good interpersonal and communication skills in both written and spoken English and Chinese (Cantonese and Putonghua);
- Good team player with strong sense of responsibility, attentive to details and capable to meet tight deadlines;
- Proficiency in PC skills including MS Word, Excel, PowerPoint, Chinese word processing, online marketing. Video-editing skill and CRM knowledge is a strong plus.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. 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)