

Senior Officer, Corporate Communications

The Job

The successful candidate will perform the following duties and responsibilities, which include but are not limited to:

- Assist in copywriting and translation of communication and marketing collaterals, such as speeches, annual reports, press releases, leaflets, social media posts, videos, etc.;
- Handle media and public enquiries to maintain good relationship with different stakeholders;
- Assist the supervisor to implement programmes and activities on PR, publicity, media, and services by preparing posts and simple artworks on digital platforms;
- With support of supervisor, make good use of digital communication channels to raise brand awareness and increase traffic of HKBCF's website and social media channels;
- Work closely with cross-functional colleagues; liaise and coordinate with external agencies and service providers; and
- Give support in other duties as assigned by the supervisor.

The Candidate

- Bachelor's degree with a major in Marketing, Public Relations, Communications or related disciplines.
- Min 3 years' experience in preferably in the field of PR, events and marketing.
- Knowledge of experience in managing websites and social media platforms is an advantage.
- Good interpersonal skills, ability to work with people from a broad range of background internally and externally.
- Proficient in spoken and written English and Chinese. Strong writing skills is a plus.
- Proficient in Adobe Photoshop, Illustrator and Premiere Pro is an advantage.
- Good team player with creative flair.

- Well-organised, detailed-oriented; flexible and adaptable in a dynamic environment,
- Able to work under pressure and meet tight deadlines.
- Immediate availability is highly preferred.
- Candidate with less experience will be considered as Officer, Corporate Communications.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.