

Senior Corporate Communications Officer / Corporate Communications Officer

Responsibilities

Assist in planning and implementing a wide range of external and internal communication initiatives, including printed publicity and corporate collaterals, sponsored community projects and community liaison and engagement.

Requirements

- Degree holder or above in Journalism, Communications or related disciplines
- Minimum 5 years' relevant experience in corporate communications / public affairs / community relations / CSR initiatives / managing internal communications and event management gained from large organizations
- Experience in social media and issue management would be an advantage
- Familiar with social issues, current affairs and strong commercial acumen
- A good team player with a strong sense of responsibility, attentive to details and to meet deadlines
- Able to work independently, under pressure and to multi-task
- Excellent presentation, interpersonal and communication skills
- Excellent command of English and Chinese writing skills with good bilingual translation capabilities
- Fluent spoken English and Cantonese
- Proficiency in PC skills such as MS Word, Excel, PowerPoint, Chinese word processing

*Candidates with less experience will be considered as **Corporate Communications Officer***

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme (include eligible dependents), life insurance, Employee Unit Purchase Plan and performance-based incentives.