



Hong Kong Institute of Human Resource Management Ltd

The Hong Kong Institute of Human Resource Management (HKIHRM), a non-profit making organization, is the most representative professional HR institute in Hong Kong with over 5,500 individual and corporate members.

We are inviting motivated and versatile candidates to join HKIHRM and followings are details about the opening:

Public Relations and Communications Team

Assistant Manager – Public Relations and Communications

Responsibilities

- Write, translate and edit internal and external communication materials including daily e-newsletters, press releases, newsletter articles, speeches, presentations, submissions and meeting minutes
- Manage corporate publications including the monthly official journal, annual report , and promotional pamphlets, from content development to product delivery
- Plan and organise corporate and marketing promotion events and membership activities
- Co-ordinate and manage public activities and explore opportunities for collaboration with external parties
- Build media relations through press activities to help achieve PR mileage and contribute to professional corporate brand building initiatives
- Provide secretarial and administrative support to internal committees
- Take up ad-hoc projects as assigned

Requirements

- Degree holder in Journalism, Communications, Translation or Social Sciences
- At least six years of experience in Corporate Communications, with minimum two years in a managerial position
- Solid experience in copy-writing, content development and translation of corporate and marketing literature, with working experience in project and event management
- Excellent verbal and written skills in English and Chinese, with proficiency in Putonghua a plus
- Detail-oriented, highly organised and resourceful, and able to multiple tasks with good time management
- Logical mind-set and good analytical power, especially on research findings
- Good interpersonal skills and problem solving abilities, with innovative and creative thinking
- Proficient in Word, Excel and PowerPoint, and general knowledge in web page maintenance and social media
- Immediately available preferred

Benefits

- Dental insurance
- Double pay
- Education allowance
- Five-day work week
- Life insurance
- Medical insurance
- Birthday leave

Please send your application with detailed resume and expected salary by email at hr.career@hkihrm.org or by post to **Human Resource Department, Suite 1503, 15/F., 68 Yee Woo Street, Causeway Bay, Hong Kong**. Please mark “**Private & Confidential**” on envelope.

* Personal data collected will be used for recruitment purpose only