



Manager (Public Affairs) [Ref.: M(PA)]

The Job

- Manage the design and production of e-newsletters, from coordination with internal business units and external service providers, to content development, editorial work, layout design, video production, and eDM management.
- Support the design, production and photography of Annual Report by working with external service provider, compiling information from internal and external stakeholders, and ensuring quality write-up and professional execution of design concepts.
- Prepare high-quality message-driven speeches and presentations for senior management on various occasions.
- Supervise the handling of enquiries and complaints received from the public, residents and customers to safeguard the corporate image and mitigate any reputational risks.
- Translate and edit other corporate communication materials as and when required.

The Person

- Bachelor degree or above in Communications, Translation, Journalism or related disciplines.
- Minimum 8 years' relevant experience in public affairs or corporate communications with sizable organisations, of which at least 4 years in supervisory role.
- Solid experience in complaint handling preferred, and working experience in communications related to local housing scenes would be an advantage.
- Excellent writing and editorial skills with high proficiency in spoken and written English and Chinese.
- Able to handle multi tasks in an organised manner and deliver quality work in a fast-paced work environment.
- Enthusiastic, creative and self-motivated with the ability to work independently.
- Excellent interpersonal and problem-solving skills, and able to work well with all levels of staff.
- A good team player with analytical and strategic thinking.

Please send your application with full resume through online application:

<https://careers.hkhs.com/en/listing/>

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