

## **Assistant Manager / Officer**

### **External Relations Office**

**Ref. no: C/ERO/AMM\_MO/12/18-AP2**

#### **Major Duties:**

- (a) To assist in implementing corporate communications and media strategies to enhance the corporate image of VTC;
- (b) To write feature articles, publicity materials and press materials for new media channels;
- (c) To plan and manage the editorial production of VTC's publications, book titles and magazine;
- (d) To produce communications materials, including brochures and videos;
- (e) To arrange corporate events, press conferences, press briefings and interviews;
- (f) To handle media enquiries on VTC's programmes and services; and
- (g) To monitor press and public coverage on the VTC.

#### **Requirements:**

- (a) A recognized degree or equivalent;
- (b) At least 2 years' relevant work experience preferably in the fields of media affairs/ journalism/ digital PR/ corporate communications;
- (c) High proficiency both in written and spoken English and Chinese, and preferably including Putonghua. Possession of strong editorial and writing skills is an advantage;
- (d) Outgoing personality with good interpersonal, communication and presentation skills; and
- (e) Ability to work under pressure and meet tight deadlines.

#### **Notes:**

- (1) The post is in the rank of "Officer". Suitable candidate(s) with more experience may be considered for appointment as Assistant Manager.
- (2) Shortlisted applicants will be required to sit for a written test.
- (3) Applicants are required to highlight their language proficiency (e.g. HKCEE, HKAL, IELTS, CRE, etc.) in their curriculum vitae.
- (4) The appointee(s) may be required to perform duties outside normal office hours and at different work locations on a need basis.

#### **Application Procedures:**

A completed application form [**VTC-1 (Rev. 1/2018)**], together with a full curriculum vitae, should be sent to the Human Resources Division, 18/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong. Please specify on the envelope the reference of the post being applied for.

#### **Closing date for application: 19 January 2019**

Applicants not invited for interview within 10 weeks from the closing date may consider their applications unsuccessful.

The Council reserves the right not to fill the post(s).

Personal data collected will be used for recruitment purposes only and will be destroyed 12 months after the completion of the recruitment exercise.