



YIP'S CHEMICAL HOLDINGS LIMITED is a Hong Kong listed company with over 46 years' history. The Group has been focusing on the production and sales of petrochemical products which fall under four main categories: solvents, coatings, inks and lubricants. Over time, it has grown in size and become one of the largest chemical manufacturers in China and the largest producer of acetate solvents globally. Various manufacturing plants spread all over China and the Group boasts a distribution network that covers all major provinces and cities.

Yip's Chemical has established its professionalism in chemical industry and won numerous awards in the past few years. Recently Yip's Chemical is awarded by HR Asia as one of the Hong Kong's Best Companies to Work for in Asia 2018. To cope with our fast growth of business, we now invite high caliber and potential candidates to join and advance their career with us.

Assistant Investor Relations & Corporate Communications Manager

Job Responsibilities:

- Create presentations, press releases and other communication materials for earnings releases, industry events, press conferences, media events and analysts briefings
- Develop content for corporate collaterals
- Plan and execute internal and external communications activities, PR campaigns and media events
- Organize and attend conferences, road shows, earnings conference calls and investor meetings
- Assist in ESG reporting
- Manage company website and social media platforms
- Work closely with professional service providers including PR agencies, production and design houses, financial printers etc.
- Develop, drive and implement corporate volunteering initiatives and CSR programs
- Manage communications of all community relations activities
- Perform ad hoc projects as assigned

Job Requirements:

- Degree holder or above, with discipline in Communications, Journalism, Marketing, Finance preferred
- At least 5 years' experience in related field
- Proficient in written and spoken English as well as Chinese; fluency in Mandarin
- Excellent presentation, communication and inter-personal skills in order to communicate effectively with internal and external parties
- Able to work multi-tasks, meet deadlines and work in multi-cultural environment
- Self-motivated, detail-minded, keen to learn new things with broad view
- Independent and with good organizational skills to lead projects

We offer a competitive benefits package including double pay, education allowance, medical insurance, performance bonus, flexible working hours and 5-day work to the right applicant.

Interested parties please forward your detailed resume (including last and expected salary) to Josephine.Lee@yipschemical.com

For more information of the Yip's Chemical, please visit our website www.yipschemical.com

All applications are treated in strict confidence. Your personal data will be used for recruitment purposes only.