

# A Career With Hang Seng Bank

Hang Seng is committed to service excellence. Our people are our most important asset and play a vital role in our efforts to continually enhance our performance for customers and provide best-in-class products and services. We seek to attract high-calibre talent by offering a dynamic working environment, good career development opportunities and competitive compensation packages.

## Assistant Communications Manager

### Communications

Hang Seng's Communications is dedicated to enhancing the Bank's image by strengthening relationships with different stakeholders. We formulate communications strategy to promote the Bank's corporate image, products and services. We monitor public opinion on the Bank and ensure important messages are conveyed in a timely and effective manner. The Communications Department also safeguards Hang Seng's strong brand and position as the leading domestic bank in Hong Kong by advising on reputational matters.

The Communications function also includes editorial services and internal communications. It is responsible for the production of key corporate literature, including the annual report.

We are currently seeking a high caliber professional to join our department as **Assistant Communications Manager**.

### Principal Responsibilities

- Execute communications plans and projects to support business strategies and activities
- Contribute to effective internal and external communications programmes, including digital communications
- Draft and edit communications materials, including speeches, articles and intranet stories
- Assist in the production of annual and interim reports and coordinate with external production agencies
- Translate communications materials including annual and interim results announcement documents
- Edit press releases and corporate materials

### Requirements

- University degree in translation, journalism, communications or a related discipline
- Five to eight years of experience in corporate communications, employee communications or editorial services
- An experienced writer in a sizable organisation
- Creative and excellent writing skills
- Proficiency in both English and Chinese, with fluency in Putonghua an advantage
- Proficiency in PC applications, including Chinese word processing
- Great sense of ownership and servicing mindset to ensure efficient and effective customer service processes

**To apply, please submit your online application at our website**

[https://hsbc.taleo.net/careersection/external/jobdetail.ftl?lang=en\\_gb&job=0000BSRB](https://hsbc.taleo.net/careersection/external/jobdetail.ftl?lang=en_gb&job=0000BSRB)

*All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's personal data policies, a copy of which may be obtained by the applicant upon request. Unless otherwise instructed in writing by the applicant concerned, applicants may be considered for other suitable positions within the Bank and its related companies. The personal data of unsuccessful job applicants may be retained for a maximum of two years from the date when the job application is rejected and such data may be retained for a longer period if there is a subsisting reason that obliges the Bank to do so, after which the personal data will be destroyed.*