

**Assistant Manager (External Affairs)**  
**(Ref. No. PA-AMEA-COW)**

**Responsibilities:**

Reporting to the Manager (External Affairs), the appointee will mainly perform the following responsibilities:

- To assist in establishing and maintaining external relations with stakeholders, develop stronger ties with District Councils, green groups, academics and community organisations
- To handle public enquiries and complaints and follow up on cases referred by stakeholders
- To assist in planning and organising corporate events, projects and visits, as well as represent the Company in local and community events
- To coordinate corporate efforts in local community and manage Customers Liaison Group
- To assist in producing different communication materials including videos, press releases, articles and other corporate publications

**Requirements:**

- Bachelor's Degree in Communications, Public Relations, Journalism or related disciplines
- A minimum of 6 years' relevant work experience, preferably in event management, community relations or media
- Good connection with civil society and community organisations
- Excellent command of both English and Chinese, spoken and written
- Proficient in Microsoft Office as well as basic video taking and editing skills, knowledge of animation/graphic design software or apps will be an advantage

**Working Location:** Admiralty

**Application:**

If you are interested in this position, please send your resume and the [Application Form](#) (in PDF format) to the Human Resources Division, The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto:recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: PA-AMEA-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the date of this advertisement.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.