

**Assistant Manager (Corporate Communications)
(Ref. No. PA-AMCC-COW)**

Responsibilities:

Reporting to the Manager (Corporate Communications), the appointee will mainly perform the following responsibilities:

- To produce a wide range of corporate communication materials including annual reports, customer newsletters and corporate videos, and provide advice on contents and presentation of external communication materials
- To monitor the quality of the corporate website and ensure its content sufficiency and accuracy
- To organise and arrange the Company's community and education programmes
- To assist in annual budget preparation

Requirements:

- Bachelor Degree in Communications, Public Relations, Journalism or related disciplines
- A minimum of 6 years' relevant work experience, preferably in sizeable organisation
- Good PC skills with knowledge of and experience in graphic design, e-Publishing and web administration preferred
- Good command of English and Chinese languages, both spoken and written
- Willing to work outdoor and outside office hours

Working Location: Admiralty

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at 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-AMCC-COW -Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the closing 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.

(本項職位空缺只備英文版本)