

Assistant Manager (Digital Media)
(Ref. No. PA-AMDM-COW)

Responsibilities:

Reporting to the Manager (Media Relations), the appointee will mainly perform the following responsibilities:

- To coordinate and manage photography and videography assignments with external vendors and may act as an in-house photographer and videographer when required
- To plan, arrange and coordinate postings on the Company's various social media channels
- To assist in creative content development and oversee desktop design and publishing tasks
- To monitor the performance and evaluate the effectiveness of social media campaigns

Requirements:

- Bachelor Degree in Media and Communications, Visual Studies or related disciplines
- A minimum of 6 years' work experience in social media strategy and management, digital communication or marketing
- Sound knowledge of various social media platforms and their deployment
- Proficiency in using design and publishing tools including WordPress, Adobe Photoshop, Adobe Premiere, HTML, CSS
- Good command of English and Chinese languages, both spoken and written

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-AMDM-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)