

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

Responsibilities:

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

- To formulate and implement stakeholder engagement strategies and initiatives, and oversee corporate visits
- To supervise complaints handling and provide advices on communication in critical situations
- To represent the Company in local and community events

Requirements:

- Bachelor Degree in Communication, Journalism, Public Relations, Marketing or related disciplines
- A minimum of 8 years' work experience in media or public affairs, of which with at least 3 years' in supervisory role
- Engineering knowledge or experience preferred
- Good connection with the civil society and community organisations
- Willingness to handle enquiries outside normal working 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-MEA-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)