

**Public Affairs Executive  
(Ref. No. PA-PAE-COW )**

**Responsibilities:**

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

- To establish and maintain rapport with stakeholders as well as to handle enquiries and complaints from the community
- To assist in planning and organising different activities such as meetings, visits, virtual tours, other corporate projects, etc.
- To assist in producing different communication materials including videos, press releases, write-ups, scripts and other corporate publications

**Requirements:**

- Bachelor's Degree in Communications, Public Relations, Journalism or related disciplines
- A minimum of 3 years' work experience, preferably in event management, community relations or media
- Experience in managing social media platforms an advantage
- Good command of English and Chinese languages, both spoken and written

Candidate with less relevant experience may be considered for the position of Public Affairs Assistant.

**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-PAE-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.

(本項職位空缺只備英文版本)