

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

**Responsibilities:**

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

- To assist in implementing community and elderly care programmes
- To administer the Company's Volunteers Team and assist in organising related services
- To update various corporate communication materials, and support other departmental administrative tasks
- To assist in handling public enquiries, and support the development of departmental projects

**Requirements:**

- Bachelor Degree in Communications, Public Relations, Multimedia, Journalism or related disciplines
- A minimum of 3 years' relevant work experience, preferably in sizeable organisations
- Experience in leveraging social and online media, and producing audio-visual materials preferred
- Excellent command of English and Chinese languages, both spoken and written
- Proficiency in PC applications such as MS Office, including Excel and PowerPoint, and Chinese word-processing
- Knowledge of App production, Adobe Photoshop and Adobe Premiere 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-PAE-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.

(本項職位空缺只備英文版本)