

PUBLIC RELATIONS OFFICER

Key Responsibilities

- To assist PR Department to implement corporate communications and CSR initiatives or special event programs
- To draft and develop corporate communication materials
- To be responsible for the copy writing such as press release, speech, newsletter and editing of marketing and PR materials when necessary
- To manage the content of corporate website and intranet
- To develop good relationships with all stakeholders, including media, vendors, etc
- To provide administrative support to the PR Department

The Person

- Degree holder in Communications, Journalism, Marketing or Translation preferred
- Minimum 3-year working experience in corporate communications or public relations
- Excellent command of both written and spoken Chinese and English
- **Excellent copy-writing skills are preferable**
- Creative, self-motivated and well organized
- Good communications and interpersonal skills
- PR agency experience an advantage

A competitive remuneration package and career advancement opportunities will be offered to the right person. Are you interested in working for such dynamic organization?

Please write to us with available date, present and expected salary to Human Resources Department, Hip Shing Hong Group, 23 Floor, Hip Shing Hong Centre, 55 Des Voeux Road Central, Hong Kong or via email to hr@hshd.com.hk.

(Personal data collected will be used for recruitment purposes only)