

Corporate Communications Manager (Job ref: CCM-2522-HKAAA)

Main Duties:

- Responsible for the production of corporate collaterals such as annual report, newsletter and corporate publications;
- Responsible for preparing press invitation, press release and speeches;
- Assist in planning, managing and execution of the HKADC's public relations functions and initiatives to promote the corporate image;
- Maintain a good relationship with media and other stakeholders;
- Assist in implementing the annual Hong Kong Arts Development Awards;
- Provide support in maintenance of website and other social media tools.

Requirements:

- Degree holder in corporate communications, public relations or related discipline;
- A minimum of 7 years of relevant working experience in corporate communications or public relations;
- High level of proficiency in written and spoken English and Chinese; Fluent in Putonghua will be an advantage;
- Self-motivated, excellent inter-personal skills and strong media sense;
- Able to work independently and lead a small team to accomplish the assigned tasks;
- Knowledge and interest in arts would be an advantage.

Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **26 May 2025**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

HKADC is an Equal Opportunities Employer