



保良局
PO LEUNG KUK



成立 140 年，為本港市民提供多元化社會服務，包括福利、教育及康樂等。

Corporate Communications Assistant (Causeway Bay)

(Ref: CCPR-COMA)

Responsibilities:

1. Responsible for the department administration and provide clerical support to the team
2. Assist the team in organizing events including events' preparation and on-site support
3. Provide assistance on production of marketing collaterals, promotion materials etc
4. Assist in website maintenance
5. Handle any other ad hoc duties as assigned by the supervisor(s)

Requirements:

1. Diploma or above in Communications / Public Relations / Journalism / Marketing / Business Administration or relevant disciplines;
2. Candidates with one or two year(s) of relevant working experiences will be an advantage;
3. Good communication and interpersonal skills, well-organized and detail-minded;
4. Good team player, responsible, patient and willing to learn
5. Proficient in MS applications (Word, Excel and PowerPoint) and Chinese word-processing;
6. Immediate available is preferred.

受聘者將以合約方式聘用。申請以上職位者，請具個人詳細履歷、地址、日間聯絡電話、要求待遇，電郵至 emily.hui@poleungkuk.org.hk 或郵寄至「香港銅鑼灣禮頓道 66 號保良局人力資源部收」。封面請註明應徵職位。有關營地資料可瀏覽本局網址：

<http://www.poleungkuk.org.hk/camp.html>

一切申請資料絕對保密及只用作招聘有關職位。若六星期內仍未獲通知，即其申請未獲考慮，而申請人之個人資料亦將在完成招聘程序後銷毀。