



保良局
PO LEUNG KUK



Po Leung Kuk is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

Relations Development Manager (Ref: RDM)

Reporting to the Head of Corporate Communications and Public Relations and assist in the areas of corporate relations development, Board and Kuk's events management, online and offline PR initiatives as well as department day-to-day operation.

Responsibilities

- Assist in planning and organizing the Kuk's publicity campaigns, visits and ceremonial events;
- Formulate and coordinate the corporate partnership and CSR-related initiatives;
- Plan, develop and implement effective communications and online marketing strategies for maximizing the brand and service awareness;
- Organize and handle projects aiming for promoting the Kuk's brand and services;
- Handle media and public enquiries;
- Occasionally work in the evening on weekdays and weekends when required; and
- Any other ad-hoc duties assigned by supervisors.

Qualifications:

- University degree holder in Communications / Public Relations / Marketing or relevant disciplines;
- 10+ years of relevant experience and at least 5 years in managerial level;
- Solid understanding of branding, stakeholders' engagement and event management;
- Superior stakeholders' management skills with persuasive speaking and presentation abilities;
- Innovative and creative thinker;
- Self-motivated, good team player, able to work independently under pressure and meet deadlines;
- Excellent command of English, Chinese and Putonghua;
- Proficient in Chinese word processing, MS Word, Excel and PowerPoint.

Please send your full resume with current and expected salary to the **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** or by email plkhrrecruitment@poleungkuk.org.hk. Please quote the reference on the envelope. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.