



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:

**Senior Corporate Communications Executive/
Corporate Communications Executive**

(Ref: SCCE/CCE/CCPR)

Responsibilities:

- Assist the Relations Development Manager in organizing and managing the Kuk's publicity campaigns, visits and ceremonial events;
- Develop and implement the corporate partnership and CSR-related initiatives;
- Plan, develop and implement effective communications and online marketing strategies for maximizing the brand and service awareness;
- Handle media and public enquiries;
- Handle any other ad hoc duties as assigned by the supervisor(s)

Requirements:

- University degree holder in Communications / Public Relations / Marketing or relevant disciplines;
- Minimum 3 years or above relevant working experience;
- 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

Candidates of good caliber but with less experience will be considered as Corporate Communications Executive.

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.