

# **Assistant Manager - Corporate Communications**

(Ref.: AMCC/CKHH)

## **Responsibilities:**

- Supports the Company's various corporate activities
- Writes and translates English and Chinese documents including press releases, speeches, and feature articles
- Coordinates production work for annual and interim reports and other corporate publications
- Coordinates and writes the Company's journals
- Monitors company news, maintains corporate information, content management and compiles various public relations reports
- Provides assistance in project management

## **Requirements:**

- Minimum 6 years' experience in corporate communications
- High competence in written and spoken Chinese and English
- Chinese writing, in particular finance and business related terminology
- Proficiency in Word (Chinese word processing), Excel, and PowerPoint
- Social media skills literacy a plus
- Ability to manage and create content for business social media platforms such as LinkedIn
- Diligent and attention to details
- Project management skills and ability to multi-task
- Knowledge of Hong Kong's media scene and the local political and social environment
- Good inter-personal communication skills
- Well organised and prepared to work under pressure and outside regular office hours occasionally
- Amiable personality and able to work with other as a team

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to [recruit@ckh.com.hk](mailto:recruit@ckh.com.hk)