

Senior Executive, Corporate Communications
REFERENCE NO.: GHK-SE-CC

Responsibilities:

- Act as gatekeeper of brand identity-related matters and advise internal users and departments on the appropriate use of brand elements
- Write, edit and translate a spectrum of communication materials including brochures, leaflets, website articles and other materials, such as press releases and speeches as required
- Plan and develop content for staff e-newsletter
- Manage the production of corporate collateral and branding tools including corporate videos, video clips for social media platforms, corporate souvenirs
- Assist in corporate and media event planning and execution

Requirements:

- Degree holder in Communications, Languages, Journalism or related disciplines
- 7 years of solid experience in corporate communication, branding, public relations
- Good understanding of current affairs of Hong Kong's healthcare sector
- Excellent command of written and spoken English & Chinese
- 2-3 years of experience in English copy writing and editing
- Confident in communicating in English and with senior executives
- Creative, flexible and open to changing priorities and challenges
- Candidate with more experience may consider for Assistant Manager