

Executive Officer (Marketing)

Responsibilities

- Formulate and implement marketing plans for training and education programmes
- Execute marketing plans, monitor progress and evaluate results
- Prepare marketing communication materials
- Conduct market surveys and collect competitor's information
- Serve as promoter in exhibitions
- Perform marketing administrative duties

Requirements

- University graduate (Preference will be given to applicants who are degree holders in BBA, Marketing, Communication or related disciplines)
- Digital Marketing knowledge
- Good command of both written and spoken English and Chinese
- Excellent interpersonal and communication skills
- Highly motivated with strong initiative, attention to detail and the ability to work under pressure
- A good team player with a strong sense of responsibility and multi-tasking capability
- Sound PC skills including good knowledge of MS Word, Excel and PowerPoint
- Immediate availability is preferred

Salary & Benefits

- Full sponsorship for education and training programmes, e.g. master's degree
- Medical and dental schemes
- 15 days annual leave

Work location is in Wong Chuk Hang

Please apply with full resume with public examination results (IELTS, HKCEE and HKALE if applicable) by email to hr@hkma.org.hk or by post to the Personnel Department, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

(Personal data collected will be used for recruitment-related purposes only).