

**Assistant Marketing Officer
(holding a substantive rank of Executive Assistant) (Ref: 2400403)
Faculty of Humanities**

The appointee will be responsible for providing support to various marketing activities and programme promotions in the Faculty. Main duties include:

- (a) designing the Faculty's publicity materials across various channels (e.g. social media posts, posters, EDMs, websites, etc.), with proficiency in Adobe Photoshop and Adobe Illustrator;
- (b) coordinating video production and photo shooting projects;
- (c) liaising with external stakeholders, including but not limited to vendors;
- (d) organising promotion/ student recruitment activities and events for the Faculty; and
- (e) performing other duties as assigned by the supervisors.

The initial appointment will be for 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Marketing, Communications, Public Relations, Design, or related fields, with at least 2 years of relevant full-time post-qualification working experience. Good verbal and written communication skills with proficiency in both English and Chinese (Cantonese and/or Mandarin); attentive to details; good interpersonal and organisational skills; and the ability to work under pressure. A strong visual sense and good digital skills to enhance reader experience and loyalty is preferred.

Shortlisted candidates will be invited to provide a **portfolio of design artworks, marketing and projects** of their work.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 29 April 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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