

Executive Officer II (holding a functional title of Marketing Officer)

(Ref: 2000172)

Department of Linguistics and Modern Language Studies

In support of the Government's Job Creation Scheme under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 40 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will coordinate and develop holistic marketing strategies and prepare promotional materials for the Department of Linguistics and Modern Language Studies (LML). He/she will also be responsible for monitoring multiple social media channels and assisting the planning of marketing strategies to encourage public engagement and establish an online and media presence of the Department. He/she will also be responsible for the generation of text, visual, and video contents for events and promotional materials, and other duties assigned by supervisors. The appointment will be up to a period of 12 months.

Applicants should have a Bachelor's Degree in related disciplines, preferably with several years of post-qualification working experience in the marketing industry. They should have a good command of both spoken and written English and Chinese (Cantonese and Putonghua). Good understanding of local culture is a must. They should also be experienced users of social media platforms, as well as graphic design and video editing software; able to work under tight timeline; and have strong communication, interpersonal and organizational skills. Independence, multi-tasking and attention to details are essential. Experience in event organization will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 on or before **18 December 2020**. 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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