

**Assistant Marketing Officer  
(Holding a substantive rank of Executive Assistant) (Ref: 2100599)  
Faculty of Humanities**

The appointee will be responsible for providing support to various marketing activities and programme promotions in the Faculty. Duties include English and Chinese translation, editing, proofreading; providing content for advertorials, social media, EDMs, school letters, correspondences and marketing copies for the Faculty website; conducting local and overseas outreach activities, school talks, and campus visits; coordinating seminars, workshops, student recruitment events and logistics; database management; advertising and budgeting; liaising with external vendors, and internal units; compiling reports, and performing other duties as assigned by the supervisors. He/she will be responsible for external relations, and occasional travel is required. The initial appointment will be for 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably in Translation, Linguistics, Public Relations, Marketing, Communication, Journalism or a related discipline with at least two years full-time experience in writing and editing; with excellent verbal and written communication skills; proficient in both English and Chinese (Cantonese and Mandarin); attentive to details; good interpersonal and organizational skills; excellent editing skills and presentation skills, including public speaking or video presentations. They should be detail-oriented, with good network with media, press and reporters, strong visual sense and advanced digital skills to enhance reader experience and loyalty; able to collaborate with different parties, self-motivated and good team players are highly desirable. Working experience in the higher education sector would be an added advantage. Shortlisted candidates may be invited to provide a portfolio of their work.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 30 November 2021, 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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