

**Communications Officer (holding a substantive rank of Communications Executive) (Ref: 2201261)  
Communications Office**

The appointee will be responsible for managing websites and databases, coordinating university-wide events and campus visits, providing support for programme marketing and the University's brand-building initiatives, as well as handling office administration and general public enquiries, among others.

Applicants should have a recognised bachelor's degree in related fields with several years of full-time working experience. They should possess good command of written and spoken English and Chinese (including Putonghua) and the ability to work under pressure and within tight deadlines. They should be highly-organised, dedicated and proactive. Substantial experience in database and event management would be an advantage. The successful applicant should be a good team player who is able to work in a fast-paced environment.

---

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 on or before **12 December 2022**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**