

Communications Officer (Ref: 2600202)

Communications Office

The Communications Office of EdUHK invites applications for the post of Communications Officer. The appointee will play a key role in enhancing the University's visual communications by delivering engaging, polished designs across diverse platforms.

Key Responsibilities

- Design and produce souvenirs and related visual content;
- Source new products for the souvenir shop;
- Liaise with designers and suppliers;
- Apply strong aesthetic judgment to elevate the University's brand image through impactful visual presentation; and
- Coordination on the layout of publications, such as annual report, e-newsletters, magazines, creating simple posters, presentation decks etc.

Requirements

- A recognised bachelor's degree in graphic design, communications, or related discipline;
- Minimum 2 years of relevant experience in design, publishing, or communications;
- Strong aesthetic sense and proficiency in design software (Adobe Photoshop, Illustrator, Canva, AI design software etc.);
- Can handle simple adjustments in 2D design works;
- Excellent interpersonal and liaison skills, with the ability to coordinate multiple stakeholders effectively;
- A proactive, detail-oriented team player who thrives in a fast-paced environment;
- Solid English communication skills; and
- Knowledge and experience in sourcing from online platforms an advantage.

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 appointee will hold a substantive rank of Executive Officer II in the University.

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 **16 April 2026**. 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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