

Communications Officer (Ref: 2600242) 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 brand marketing initiatives, in particular the planning and delivery of university souvenirs, product sourcing and design, visual presentation of promotional materials and project management.

Key Responsibilities

- Plan and execute initiatives to enhance the University's souvenir corner, including proposing and sourcing new products;
- Coordinate with internal and external offices, vendors and designers to ensure timely delivery of products;
- Operate design software such as Adobe Photoshop, Illustrator and Canva, with the ability to make simple refinements to graphic designs;
- Stay abreast of the latest marketing trends, proactively propose new product ideas, and identify flexible sourcing channels and platforms;
- Explore innovative platforms and strategies to enhance sales, overcoming challenges through effective communication with stakeholders;
- Apply strong aesthetic and marketing judgement in sales promotion, and develop creative collaborations with other teams and offices to boost visibility; and
- Assist in coordinating publications such as annual reports, e-newsletters, magazines, and support the creation of simple posters, presentation decks, and related materials.

Requirements

- A recognised bachelor's degree with at least 2 years of relevant experience in brand marketing, design or communications;
- A self-motivated and creative individual who is flexible in adapting to changing priorities, eager to explore new approaches, and capable of generating fresh ideas;
- Excellent interpersonal and liaison skills to foster effective collaboration across teams and stakeholders;
- Strong organisational and project management abilities, with keen attention to detail;
- Proficiency in both English and Chinese; and
- Competence in design software (Adobe Photoshop, Illustrator, Canva). Knowledge and experience in product sourcing and online sales operations are definite advantages.

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 **27 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/jobsoff/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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