



External Advertisement

Position: Corporate Social Responsibility (CSR) Assistant (Temporary position for 4 months - from Aug to Dec 2017)

We are looking for a candidate for the Group Communications team to support our CSR and Environmental Social and Governance (ESG) initiatives:

Job Descriptions :

- To assist in running community activities
- To assist in the preparation of ESG Report and ESG related issues for the company
- Maintenance of CSR intranet and promote company's CSR initiatives through different channels such as intranet, Internet, social media, etc.
- Management of volunteer service records and ESG related data platform

Requirements :

- Fresh graduate will also be considered
- Preferably with major in Communications, Language, or related disciplines. Environmental background will be an advantage
- Genuine interest in developing an understanding of CSR and ESG ; any previous exposure will be an advantage but on the job training will be provided
- Good project and time management skills
- Good command of English and Chinese, prior editorial experience e.g. writing and proof-reading will be an advantage
- Excellent service attitude and attentive to details
- Good team player with strong interpersonal communication skills
- Immediate availability will be an advantage

Please send your resume, quoting the reference number, your present and expected salary to us.

Email: career-corporate@pccw.com

Fax: 2514-8607

Application Deadline: 25 August, 2017

Mail:

***Human Resources Department
PCCW Limited
15/F, PCCW Tower
Taikoo Place, 979 King's Road
Quarry Bay
Hong Kong***

Branch/Section: Group Communications