

Maritime Silk Road Society Vacant Position

Development Coordinator

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Job Description

- Prepare and translate written materials including letters, speeches and other documents
- Handle general enquiries
- Event management including events, seminars, conferences, and local activities, including summer internship programme
- Manage and maintain official websites and online platforms
- To assist in the design of e-Poster and e-Banner

Job Requirements

- Degree holder preferably in Marketing, Social Sciences, Languages or equivalent
- Preferably 2 years' relevant working experience
- Strong interpersonal, communication and presentation skills
- Strong awareness of Hong Kong's current affairs
- Good command of spoken and written English and Chinese
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese word processing

Salary will be commensurate with skills, qualifications and prior experience of the applicant. Anyone interested is requested to email the full CV (with current and expected salaries) to HR Manager at recruit@maritimesilkroad.org.hk. Please specify "Application for the post of Development Coordinator" in the email subject.

海上絲綢之路協會職位空缺

拓展統籌

工作簡介

- 預備和翻譯書信，演講辭和其他文件
- 處理公眾查詢
- 管理大型活動如座談會，會議和其他活動，包括暑期實習計劃
- 管理並維持協會網頁和其他網上平台
- 協助設計電子海報及電子橫額

職位要求

- 持有大學學位，主修市場推廣，社會科學或語文等相關科目
- 具備兩年工作相關經驗獲優先考慮
- 良好溝通技巧和表達能力
- 熟悉香港事務
- 能夠以流利粵語，英語和普通話進行溝通
- 中英文書寫和打字能力俱佳
- 熟悉文書處理軟件如 MS Word, Excel, Power Point 等

薪酬會根據應徵者的學歷，能力及工作經驗而調整。如有興趣，歡迎將個人履歷發送至郵箱 recruit@maritimesilkroad.org.hk (人力資源部經理收)。請於電郵主題中註明「申請拓展統籌職位」。