



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



Assistant Executive

Duties:

- To prepare a variety of communication materials such as press releases for the school
- To deal with enquiries from the public and the press
- To coordinate the production of print and online materials
- To participate in the development and organization of community relations programmes and events
- To assist in planning publicity strategies and campaign if needed

Requirements:

- University degree holder preferred
- Excellent command of written English (qualified candidates will need to sit a writing test)
- Experience in corporate communications preferred
- Proficiency in MS Office applications and Chinese word processing
- A team player with strong people skills
- Mature, pleasant, helpful and detail-minded

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: **adminoffice@spcc.edu.hk** or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)