

Corporate Communications Officer

Duties:

- To assist in consolidating members' views for and conducting research on topical issues
- To draft position papers and submissions of the Institution to Legislative Council / government bureaux, and to co-ordinate related invitations from Panels / Committees of the Legislative Council
- To provide a full range of support for the Institutional media relations activities
- To support the coordination of the HKIE Forums / Seminars on topical issues and logistics arrangements
- To provide secretarial support to any Committees / Task Forces / Working Groups as required
- To perform ad hoc duties as assigned

Requirements:

- Degree holder in Government and Public Relations / Journalism is preferred
- 1 – 2 years work experience
- Excellent command of written and spoken English and Chinese
- Proficiency in computer skills including MS Office and Chinese word processing
- Excellent communication and interpersonal skills
- Highly organised, detail-oriented and able to handle multi-tasks independently
- Good media network and experience in media relations will be an advantage

Please apply in confidence with full career details and salary expectation by sending **email to The Hong Kong Institution of Engineers at recruit@hkie.org.hk**.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. Only shortlisted candidates will be notified. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.