

New World Facilities Management Company Limited

Established in 2009, New World Facilities Management Company Ltd. (“NWFM”) is the management company of Youth Square. Located in the proximity of MTR Chai Wan Station, Youth Square strives to become the focal point of Hong Kong’s territory wide youth development activities.

Youth Square adopted an innovative spatial design to reflect a new generation’s identity. Youth Square comprises a wide range of facilities such as theatre, studio, multi-purpose area, hostel, retail shops and offices.

NWFM is inviting candidates with the right calibre to join our team.

Assistant Manager, Marketing & Communication

Responsibilities

- Work directly with Manager to lead and initiate own programmes / projects
- Create relevant and engaging contents and campaigns across online and offline channels
- Play an active role in daily operations on key social media platforms including drafting contents & replies, page monitoring and report etc.
- Well versed in social media will be an advantage
- Develop, organise and coordinate with other departments / stakeholders for offline and online promotional activities
- Maintain good relationship with vendors and agencies on planning programmes / activities
- Assist Manager on planning and implementation of KPI programmes and ad hoc projects
- Establish and maintain positive relationships with internal and external partners across marketing and operations
- Be strategic and proactively manage the content on website together ensure the accuracy of the content posted on website
- Co-ordinate and co-operate with internal departments for marketing programs roll-out in a timely, efficient and cost effective manner
- Develop communication materials including website content, social posts and press release

- Support ad-hoc duties as assigned

Requirements

- Degree holder in business or related disciplines, studying in Marketing or Communication would be an advantage
- At least 5 years of relevant experience in corporate communications and/or public relations. Candidates from PR agency are welcome
- Proper knowledge about media relations and marketing
- Good interpersonal and communication skill
- Effective time management skills and ability to work under pressure and complete multiple tasks before deadlines
- Master of MS Office applications and Chinese Input method. Knowledge in HTML, design and photo retouch programmes and video editing would be appreciated
- Good command of spoken and written English, Cantonese & Putonghua
- Can-do attitude, self-motivated, proactive, conscientious, creative and willing to learn
- A team player with an eye for detail and ability to multi-task, work independently and under pressure in a fast paced, dynamic environment
- Good organisational and administration skills
- Willing to take duties on event day over the weekend occasionally
- Candidate with less experience will be considered as Senior Executive

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with **expected salary** to Human Resources and Administration Department by clicking the link https://www.youthsquare.hk/join_us/626/apply

For details of the company, please visit website www.nwfm.com.hk