

## **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.

### Executive, Marketing & Communication

#### **Responsibilities**

- Provide support to ensure the functionality and coordination of projects under Operations and Marketing & Communication Department;
- Preparation of event proposal, briefing rundown, graphic design and press release etc;
- Handle Marketing or other promotion programmes;
- Assist in social media platform management;
- Liaise and coordinate with internal departments, meeting arrangement, organise daily schedules and business appointments;
- Assist in preparing reports and presentation materials;
- Co-ordinate with production house and media vendors to produce promotion materials;
- Co-ordinate internal and external parties to execute monthly events;
- Tracking and reporting of programme responses;
- Daily posting of news and activities of Youth Square to digital and online medium;
- Preparation of newsletter etc;

- Maintenance of customer database;
- Manage the ordering of marketing collateral to ensure sufficient stock for utilization;
- Conduct desk research to collect market intelligent related to youth development and cultural events;
- Provide filing, news clipping, and administrative services;
- Perform and complete any other duties or complete ad hoc assignments as and when required.

### **Requirements**

- Higher diploma in Marketing, Business Administration or related discipline;
- 1 year of relevant working experiences;
- Good communication and liaison skill for cross team projects;
- Able to work under pressure and flexible to work on holidays;
- Immediate available is preferred;
- Fresh Graduates are welcome.

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

For details of the company, please visit website [www.nwfm.com.hk](http://www.nwfm.com.hk)