



Established in 1977, **Composers and Authors Society of Hong Kong Limited** ('CASH') is an internationally affiliated music copyright organisation acting for the interests of music composers and lyrics authors worldwide. Our primary objective is to look after the rights of music creators and to establish successful business relationships with music users at the same time.

To cope with strong business growth and needs, we are now looking for a self-motivated, responsible and high calibre to join our **of Corporate Communications Department**.

Assistant Officer, Corporate Communications [Five-day Work]

Reporting to Head of Corporate Communications, the incumbent will undertake the following:

Job Duties

- Organise various events and programmes including annual award presentation, press conference and other PR activities
- Responsible for drafting speeches, press releases, website content and other communications materials
- Handle website and social media content management
- Assist in the production of bi-lingual quarterly publications including arrangement of interviews, photo-taking, copywriting, translation and editing
- Maintain good relationship with vendors, agencies and other stakeholders
- Take part in daily public relations duties and answer public enquiries

Job Requirements

- Degree in Communications, Journalism, Public Relations or related disciplines
- At least 1-year solid experience in public relations, event management and/or PR agencies
- Good Command of both written and spoken in English and Chinese
- Experience in website content maintenance and social media management
- Good communication and interpersonal skills with proactive and positive attitudes
- Willing to work overtime and on holidays occasionally
- Good media relations is an asset
- Knowledge of the music industry is a plus
- Fresh graduates welcome

Competitive remuneration and promising career prospect will be offered to the **right candidate**. **If you are motivated to act for the interests of the international music composer community**, please forward your CV with a letter introducing yourself stating your expected salary to : hr@cash.org.hk

www.cash.org.hk *Personal information by job applicants will be used strictly in accordance with the Personal Data Privacy Ordinance.*