Marketing & Promotion Officer (Ref. : MPO/MCU/01/2015)
Marketing Communications Unit

Duties and Responsibilities

- To liaise with employers, institutes, schools, press and media to promote CICE’s courses/programmes
- To organize career expo/exhibitions/talks and other marketing events
- To support management to develop online and offline marketing & PR plan
- To coordinate with external designers and printers
- To perform any other duties as assigned

Qualifications and Requirements

- Higher diploma in Marketing, PR or Communication with at least three years of relevant work experience
- Good at both spoken and written English and Chinese
- Proficient in MS Office, MS Windows and/or Adobe application software
- Excellent communication and presentation skills
- Self-motivated, team-oriented and able to work independently

Application together with detailed resume stating current and expected salaries should be sent by post to the Associate Head (Administration), Caritas Institute of Community Education at Room 506, 2 Caine Road, Hong Kong or by email to recruit@cice.edu.hk no later than 27 November 2015.

Please state the position and reference number on the covering letter.

(All information provided will only be used for recruitment related purposes)