

HONG KONG INTERNET REGISTRATION CORPORATION LIMITED

Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit and non-statutory corporation responsible for the overall administration of “.hk” domain name system, a critical internet infrastructure in Hong Kong. HKIRC is also responsible for the cooperation with local and international bodies on issues relating to the development and administration of internet domain name systems. We are looking for highly motivated, responsible, independent and proactive candidates for the post of:

**Title: MARKETING AND COMMUNICATIONS OFFICER /
 SENIOR MARKETING AND COMMUNICATIONS OFFICER**

JOB DESCRIPTION

Responsibilities:

- Provide the full range marketing materials and support day-to-day communications in many aspects such as web content, leaflets, presentations, annual report, newsletters etc. as well as website updates and other marketing, media-related materials.
- Organize events/campaigns, fulfill its program logistics and ensure all appropriate materials and productions are achieved in a timely, creative and cost efficient manner.
- Implement marketing activities both online and offline to support promotions and PR & publicity opportunities
- Be responsible for marketing and communications writing, editing and proofreading materials internally and externally, including partners on joint promotions.
- Co-ordinate with various parties, both internal and external to conduct barter marketing and joint promotions.
- Assist in executing marketing strategies and plans including aligning goals and moving projects towards business opportunities

Requirements:

- University graduate in Communications or Marketing related discipline
- Around 3-6 years of relevant working experience, preferably with previous exposure in marketing communication and publicity or executing events and joint promotions. Previous experience in marketing and communication aspects. PR agency or event management experience will also be considered.
- Proven organizational and multi-tasking skills, attention to details, good writing skills and capacity to meet deadlines
- Committed, creative and self-initiative

- Good team player reporting to the Head of Marketing, with excellent communication skills and analytical mind and be able to interact efficiently with people at different levels.
- Excellent in both written and spoken English and Chinese
- Proficiency in MS Office, Chinese Word Processing and Photoshop is a must; Good understanding of digital marketing, media design and production with web based marketing tools are added advantages
- Immediately available will be a definite advantage

Attractive remuneration and fringe benefits will be offered to the right candidates. Interested parties please send Resume with Expected Salary (a must) to the Executive Officer at Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong or email to: recruit@hkirc.hk.

The employment agreement will be made with Hong Kong Domain Name registration Company Limited which is a wholly owned subsidiary of HKIRC. Welcome to visit our company web-site www.hkirc.hk for more information.

We are an equal opportunity employer. Personal data provided by job applicants will be used strictly in accordance with the company's notice to employees and prospective employees relating to the Personal Data (Privacy) Ordinance.