

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary & Primary School is a non-profit co-educational school under the Direct Subsidy Scheme (DSS) which commenced its operation in September, 2006. We are a through-train primary and secondary school with great emphasis placed on biliterate and trilingual, as well as ICT proficiency. Upholding the tradition and educational belief of the Hong Kong Baptist University, the School will realize its aims through a broad curriculum. We aim at developing students to be contributing global citizens with national pride at heart.



We invite qualified candidates to apply for the following position: -

Executive Assistant (Marketing and Communication) **(AEDEA-1)**

Major Duties

- ◆ Assist with media production, including drafting and posting content in both Chinese and English, capture photos and videos
- ◆ Manage and update school website and social media platforms (Facebook, WeChat, RedNote, etc.)
- ◆ Support on-site event operations
- ◆ Handle any other duties assigned by supervisor

Requirements

- ◆ Associate Degree or above in Communications, Journalism, Marketing or a related discipline
- ◆ Good command of written & spoken in English and Chinese
- ◆ Familiar with social media platforms and digital marketing tools; knowledge of app development or programming is an advantage
- ◆ Team player with good communication skills
- ◆ Willing to support events outside normal office hours

Application Procedure:

We offer attractive remuneration package including medical & life insurance, retirement benefits and other fringe benefits to the suitable candidate. Salaries will be commensurate with qualifications and experience. Application forms are obtainable at <http://www.hkbuas.edu.hk>. Completed forms, together with copies of credentials should be mailed to the **Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)