

Assistant Public Relations Officer

Responsibilities:

- Writing press releases
- Organizing public affairs functions
- Coordinating publicity events
- Handling media relations

Requirement:

- University graduate preferably in Journalism / communications or equivalent
- Minimum 2 years relevant experience in Media or PR Field
- Good command of both written and spoken English and Chinese, fluency in Mandarin is added advantage
- Pleasant personality with good interpersonal skills, proactive, detail-oriented, patient and well organized
- Experience in word-processing jobs (e.g. reporter) will be an advantage
- Able to work independently and good communication skills

Application Methods:

- Email: hr@ricacorp.com
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong