

Project Officer, Industry Development	Post Date: 11 March 2020
Digital Transformation Division	Deadline: 25 March 2020
Ref: DTD048/HKCS/110320	HKCS

Job Duties:

- Organize and deliver industry events, training and marketing activities, including funding or sponsorship programmes
- Coordinate with multiple stakeholders, including government officials, industry associations and vendors, and broaden the network for projects
- Compile projects financial data, documentation, reports and presentations, keep track of project progress and work plans and prepare regular reporting
- Support team in business development, through coordinating with multiple stakeholders and broadening the network for generating prospections
- Liaise with industry associations to conduct regular seminars to disseminate industrial initiatives facilitated by HKPC
- Handle ad hoc projects and assignments

Job Requirements:

- Bachelor Degree or above in Business, Marketing or Communications or equivalent
- 3 years or more working experience, preferably in consulting industries or related disciplines
- Experience in operating funding project or government project an advantage
- Good project management and report writing skills
- Excellent team player with good interpersonal and communication skills
- Mature, self-motivated, detail-oriented, able to work under tight schedule and pressure
- Proficient in Excel, Word, Powerpoint and Chinese Word Processing
- Good command of both written and spoken English and Chinese, including Putonghua
- Applicants may be considered for lower positions if not matching the requirements of the subject position

Application:

HKPC will take into consideration both the quantitative and qualitative requirements of the post when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rdtd04820@hkpc.org (quoting the reference number on the subject heading) **on or before 25 March 2020**.

Applications not quoting reference number will lead to late processing.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.