

## **Assistant Project Manager**

### **Digital Transformation Division**

**Ref: DTD185/22, 6406/HKCS/200422**

#### **Job Description**

Who we are looking for:

- Creativity in new ideas and future focus vision.
- Collaboration with colleagues and the community at large.
- Work Smart, Play Smart!

#### **What you'll do:**

- Organise IT and information security events and promotion campaigns (e.g. training courses, exhibition, conference, etc.).
- Carry out promotional activities for conference, events and services:
  - Provide ideas on content for various marketing materials in different formats
  - Design, edit and proofread website, social media post, catalogue, brochure and eDM
  - Monitor social media promotions and interactions
- Assist in sponsorship recruitment and deal with stakeholders on logistic matter
- Collaborate with external parties (e.g. contractors, external speakers, etc.) and internal divisions to deliver service
- Provide operation and logistics support to team projects and programmes. Organise meetings and provide secretarial support
- Manage systems for project management and event registration
- Provide support to ad-hoc project

#### **You will be a good fit if you have/are:**

- Bachelor degree in Communications, Marketing, Event Management or related disciplines with 2 years or above of relevant working experience
- Working experience in Information Technology and/or Information Security company is highly preferred
- Proven experience and track record in marketing and event management
- Experience in organizing conference of over 500 participants a plus
- Good computer literacy in Microsoft Office (e.g. Word, Excel, PowerPoint) and excellent skills in graphics design (e.g. Adobe Photoshop, InDesign, Illustrator)
- Good interpersonal, presentation and communication skills
- Highly attentive to details, well-organised, proactive and enthusiastic
- Mature, self-motivated, able to work independently, multi-tasking and under pressure
- Good command of English and Chinese, including Putonghua

**Note:**

***Applicant may be considered for other positions if not matching the requirements of the subject position.***

**What we offer and What you'll like here:**

- Innovative and energetic culture with smart outfits and sport shoes
- Professional lab and latest technology to actualize your creative ideas
- 5-day work week
- Prime location with good public transport network
- MPF Top-up and dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)
- Professional training and career advancement opportunities

**Apply now if you're ready to take the challenge! Do not miss this opportunity to join us to Create Value and "MAKE SMART SMARTER"!**

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 are welcome to submit application at the HKPC e-Recruitment System ([careers.hkpc.org](http://careers.hkpc.org)) within 2 weeks from the posting date. Recruitment will continue until the position is filled.

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.