**Officer, Website & Event Support**

**Digital Transformation Division**

**Ref: DTD027/22, 5419**

**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:**

- Provide support on digital solutions website operation.
- Support manager to liaise with developer and monitor progress on website development.
- Provide support on administration and logistics of training courses, events and marketing projects (including procurement, prepare promotional materials, database management, case tracking, data analysis, etc.).
- Support corporate clients of online learning service on administrative tasks and related data analytics.
- Assist in ad-hoc tasks if necessary

**You'll be a good fit if you have/are:**

- Bachelor Degree or above from any disciplines with 2 years' relevant experience in website management, training/event management, etc.
- Proficient in MS offices and Chinese word processing
- Multi-tasking with strong planning and organizing skills
- Good interpersonal and communication skills, customer service attitude and mindset
- Good command of English, Cantonese and 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 position 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) in 1 week 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.