

## ■ Corporate Affairs Executive

### Responsibilities

- Liaise with external parties to maintain and enhance corporate image through various programs such as sponsorship and community activities
- Assist in internal communication, e.g. production of in-house newsletter, news clipping reports
- Assist in external communication, e.g. handling general inquiries, consumer complaints, managing Corporate Website and Facebook
- Support the implementation of Annual General Meeting and other corporate events
- Aid the preparation of the Annual Report, Interim Report and ESG Report

### Requirements

- Degree in Communications, Translation, Marketing, or related discipline
- 1 year of relevant experience; fresh graduate will also be considered
- Excellent communication and interpersonal skill in English, Cantonese and Mandarin
- Proficiency in MS Office application and Chinese word processing
- Knowledge of Adobe Photoshop, Illustrator and InDesign would be an asset
- Independent team player, responsible, detail-oriented, self-motivated
- Immediate available candidate will be an advantage

We offer attractive pay package, comprehensive training and career prospects. Interested parties please send the detailed resume including present salary and expected salary to [Career1@sanmiguel.com.hk](mailto:Career1@sanmiguel.com.hk) or via Whatsapp 6119-3260.

Personal data collected is solely for recruitment and employment related issues. It will be kept in strict confidence and disclosed only to those who have a legitimate interest in the application. If the application is unsuccessful, the whole document will be destroyed immediately upon the conclusion of the employment decision.