



Red Asia Communications Limited

We are an integrated marketing communications agency with clients from Fortune 500 corporations to SMEs. To cope with our rapid expansion, we are looking for a high-calibre person to fill the following position:

PR and Executive Assistant

Job Description:

1) Act as event secretariat, prepare event meeting documents and co-ordinate with client and external parties for participant/sponsor/guest/partner/supporting organization invitation & co-ordination.

(e.g. symposium, ceremony, seminar, award, dinner, contest, grand opening, etc)

2) Handle event management duties including venue sourcing & co-ordination, event rundown & logistics, etc.

3) Provide write-up for event letters, speeches, MC scripts, press releases, publication, promotional collaterals, video scripts

4) Media contact list sourcing & compilation

5) Proactive pitching for media interview/editorial opportunities

5) Provide Ad-hoc business development project support

7) Update company profile and job references record

Requirements:

- Diploma or above in Secretarial & Admin / Project Management / Marketing / PR / Communications / Journalism / Translation / Language / Social Work preferred;

- 0-1 year working experience in secretary / Executive Assistant / PR / event / media field

- Good bilingual writing skills, esp English

- Enjoy both talking and writing with good communication, persuasion and negotiation skills

- Proficient in PC skill, such as MS Office. Chinese typing experience is a MUST.

- A cheerful team player who is detailed-oriented, careful, flexible, proactive, logical and organized with a positive-thinking mindset

- Able to work flexible / long working hours.

- Prior seminar/conference event co-ordination experience would be an advantage

- Immediate availability is preferred

HOW TO APPLY:

A competitive remuneration package with generous benefits will be offered to the right candidates. Please apply with a covering letter, resume, writing sample, expected salary and availability to recruit@redasia.com.hk.