

Job Information

Post Title	Project Coordinator – Partnership & Digital Engagements (Full-time contract – 1 year - Contract ends on 31 Mar 2022)
Company Name	Hong Kong Design Centre
Business Nature / Introduction	Design Promotion
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ol style="list-style-type: none"> 1. As a member of Fashion Programme and work with the Fashion Team in executing various fashion promotional initiatives, including Fashion Asia Hong Kong; 2. Generate programme content and contribute to the dissemination of fashion related knowledge across traditional and digital platforms; 3. Implement digital & social media strategy, PR & advertising for FA to maximize exposure in the regional campaigns; 4. Maintain relationships with key speakers and relevant online influencers to generate awareness; 5. Develop and implement marketing & communication, and partnership strategies of fashion related programmes; 6. Effectively handle logistics, work progresses, result evaluation and reporting, make sure the process and documentations are in compliance with governance and administrative requirements; 7. Work closely with professional service providers and liaise with internal and external parties within and outside HK; and 8. Perform ad hoc assignments as required.
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Retail and Marketing <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Bachelor degree holder who is a highly motivated and versatile individual; 2. 2-4 years' work experience in PR/marketing/event management; 3. Possesses excellent communication skills in written and spoken English & Chinese, comfortably works in a cultural diverse environment; 4. Be proactive, detailed-minded, responsive and adaptable team player with tactful interpersonal skills to deal with working partners from all levels; 5. Independent, collaborative and good problem-solving abilities are essential; 6. Possesses good knowledge in the fashion industry; 7. Strictly adhere to project timeline and deadlines; 8. Willing to take up certain degree of secretarial and administrative duties; 9. Be proficient in MS Office and Chinese Word Processing
Target Commencement Date	As soon as possible

Additional Information	<p>Contract ends on 31 Mar 2022</p> <p>Working Location: Kowloon Bay</p> <p>More information about Fashion Asia Hong Kong: https://www.fashionasiahk.com/en/</p>
Application Method	<p>Interested parties are invited to apply by sending your resume with full details of education, work experience, current & expected salary, contact telephone number and earliest available date to the Human Resources Office, Hong Kong Design Centre, Unit 602, 6/F, Mill 5, The Mills, 45 Pak Tin Par Street, Tsuen Wan or by clicking “Apply Now” or email to: hr@hkdesigncentre.org on or before 22 April 2021.</p> <p>HKDC reserves the right not to make appointment for the post(s) advertised. Only short-listed candidates will be notified. All information received will be kept in strict confidence for six months and data will only be used for recruitment purpose.</p> <p>Please send the following documents to hr@hkdesigncentre.org:</p> <ul style="list-style-type: none"> • Cover Letter • CV • ePortfolio
Application Deadline	22 April 2021