
Public Relations Associate

Job Responsibilities

- Propose professional PR solutions for projects, according to client's business goal and marketing targets
- Provide media strategies for IPO PR campaigns in order to rise awareness of marketing image and branding
- Strong and effective writing and sub-editing skills in English and Chinese and MS skills
- Write and distribute communications materials (including media interviews, articles, press releases, etc.)
- Conduct in-depth research on key industries and regulatory changes to coordinate in compelling materials for investors and analysts presentations
- Communicate effectively with both external and internal parties to complete project successfully
- Analyze campaign performance statistics and recommend optimized media solutions for clients
- Logistics arrangement for clients and conduct roadshow if needed

Job Requirements

- Degree holder in Public Relations, Journalism, Communication, Finance, Business Studies or other related subjects
- 2 years of relevant working experiences is preferred
- Excellent command of English and Chinese, Mandarin is a MUST
- Excellent communication and interpersonal skills
- Strong sense of responsibility, self-motivated and results-oriented
- Able to multitask under pressure and meet deadlines

Investor Relations Executive

Job Responsibilities

- Drafting investors presentation materials
- Organize one on one roadshows
- Execute corporate IR campaigns
- Explore new business opportunities and maintain good relationships with new and existing investors and clients
- Identify and capitalize on organic growth opportunities with existing clients
- Assist in developing corporate image/position of the company
- Communicate IR related messages effectively to key management team
- Maintain strong relationship with institutional investors and buy side/sell side analyst

Job Requirements

- Degree in finance, economics, statistic and mathematics or other related subjects
- Minimum 2 years solid working experiences in financial industry or listed-companies, especially in research analysis, investment, corporate governance, corporate communication and investor relations
- Ability to multiple projects at times
- Ability to provide on-going strategic counsel, anticipate client needs and prepare presentation materials
- Proficiency in MS Office and Chinese Word Processing
- Excellent command of both written and spoken English and Chinese, Mandarin is a MUST
- Excellent communication and interpersonal skill
- Strong sense of responsibility, self-motivated, initiative, mature and result-oriented
- Ability to work under pressure and meet deadlines

Roadshow Associate

Job Responsibilities

- Create, manage and distribute the 'master' roadshow schedule according to bank and client preferences. This will include Venue & Transport sourcing as well as detail itinerary planning
- Become the project anchor-person, maintaining strong communication links with the client, banks and internal project team to ensure changes are implemented correctly and on time
- Prioritize the flow of information that is received from bank offices in Asia, Europe and the US
- Consolidate business meeting details into the master database
- Assist in ad-hoc duties and administrative work assigned by managers

Job Requirements

- Degree or Diploma holder with minimum 1 year full time working experience. Fresh graduates are also welcome
- Excellent command of written and spoken English and Chinese, Mandarin is a must
- Proficiency in MS Word, Excel, PowerPoint, Chinese word processing
- Candidates must be enthusiastic, show initiative, be excellent team players and prepared to work demanding hours
- Shift duty may be required according to clients' needs
- Immediate available is preferred

Public Relations - Intern

Period: March to April or July to August

Employment Type: Part time

Job Responsibilities

- Assist Public Relations department in coordinating PR events, inviting investors for participating events
- Provide operational support in various position and be responsible for event logistics
- Performed ad-hoc duties as assigned

Job Requirements

- Degree holder in Journalism, Communication, Finance, Business Studies or other related disciplines
- Excellent command of English and Chinese, Mandarin is a MUST
- Good communication and interpersonal skills
- Strong sense of responsibility, self-motivated and results-oriented
- Able to work under pressure and meet deadline
- Full time University student (Year 2 or above) in related disciplines are also welcome
- Welcome for fresh graduates and IANG candidates (歡迎國內交流生)
- PRC background (國內背景) is preferable