

The Hong Kong, China Rowing Association is now inviting applications for the following post: -

Recruitment Advertisement (09.06.2023)
Post: Marketing Executive (Job Ref.: ME)

Job Descriptions

1. Assist digital marketing manager in organizing marketing & promotional materials including managing social media platform and CRM content creation;
2. Handle and manage the membership and/or clubs of HKCRA including but not limited to data entry, database management and monthly report;
3. Assist in conducting marketing research and analyzing, marketing data and members behaviors trend;
4. Management of HKCRA website and content updates including coping writing /press releases;
5. Work closely and manage relationships with stakeholders and vendors;
6. Conduct duties assigned by supervisors;
7. Provide support in HKCRA major events;
8. Adhoc duties assigned by line managers; and
9. Candidate with less experiences will be considered as Assistant Marketing Executive.

Entry Requirements

1. Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the HKCEE, or Level 2 or above in five subjects including English and Chinese in Hong Kong Diploma of Secondary Education Examination, or equivalent; (*candidates who are expected to meet the entry requirement by the time of offer would be considered*)
2. Can-do attitude, good communications and interpersonal skills;
3. Able to work independently, detail-minded, task prioritizing and effective time management;
4. Self-motivated, result-oriented with strong sense of responsibility and high team spirit;
5. Proficiency in MS Office applications and good command of spoken and written English and Chinese;
6. Sports or Event organization experience is preferred;
7. Welcome Fresh Graduate;
8. Immediate availability is preferred; and
9. Recruitment might end without further notice if a suitable candidate agreed to the offer.

We Offer

Competitive Salary, benefits package including 5-day work, MPF, annual leave and medical insurance will be provided to the successful candidate. Interested party please apply in confidence with full resume, stating present and expected salary, and available date by email to: hkcra@rowing.org.hk (**Please mark "Job Application-ME" on the e-mail header**)

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.