



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

Copywriter (Part-time/Full-time)

Responsibilities:

- Assist in school communications and copywriting, including information research, writing, editing and proofreading
- Draft and develop contents for a wide variety of internal and external communication materials and publications
- Prepare contents to support marketing campaigns through multimedia to promote the school's philosophy, activities and community projects, e.g. Wofoo Community Hub
- Assist in proofreading and editing school teaching and learning materials to ensure content accuracy and quality
- Perform other duties as assigned by supervisor

Requirements:

- Degree holder in Languages, Communications, Journalism, Marketing or Public Relations
- Minimum 3 years relevant experience in marketing/corporate communications
- Candidate with Grade B or above for Chinese Language and English Language in HKCEE/HKAL or level 5* or above for Chinese Language and English Language in HKDSE is preferred
- Excellent English & Chinese writing and storytelling skills; with the ability to simplify complex information into compelling language
- In-depth understanding of printed and digital media, copy-writing required
- Solid working experience in editorial, media or marketing agency preferred

Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfjpls.edu.hk and mark "Application for the Post of Copywriter" in the email title.

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC) and comply with all EDB guidelines, including the vaccination or regular testing requirements.

Personal data collected will be kept in strict confidence and used for employment-related purpose only.