



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.

Assistant Project Officer/ Project Officer

Responsibilities:

- Assist in communications and public relations projects, implement measures and evaluate the effectiveness
- Assist in developing programmes and projects to support community education and relations
- Handle internal and external communications
- Support the design and development of internal and external publications
- Utilise media, including social media, to promote and disseminate social and educational messages
- Evaluate and optimise performance of PR and communications activities
- Perform other duties as assigned

Requirements:

- Bachelor degree or above in Marketing or Public Relations discipline
- Candidate with Grade C or above for Chinese and English in HKCEE/HKAL or 5 or above for Chinese and English in DSE is preferred
- Proficient in both English and Chinese
- Excellent interpersonal, communication, presentation skills
- Organised with strong sense of responsibility
- Work in Mongkok /Tin Shui Wai according to work arrangement
- Candidate with more experience will be considered as Project Officer

We offer competitive remuneration package, including **14-18 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate of full-time non-teaching staff.

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 the applied position as the email title.

Our Website: www.wfjpls.edu.hk

Our Facebook Page: <https://www.facebook.com/WFJLPS>

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC).

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