

**Job
Vacancy**

Communications and Marketing Manager

(6 months maternity cover)

The Hong Kong Association and The Hong Kong Society are seeking a native Cantonese or Mandarin speaker to provide minimum of 6 months maternity cover from 17th September 2010.

The Association acts as champion for UK-HK trade and business exchange and the Society celebrates their long standing links. The two organise regular forums, lunches, dinners, meetings, and many other activities. They have a combined web site (www.hkas.org.uk), and do all they can to contribute positively to UK-HK exchange.

The Role

The four days per week would cover all aspects of the running and programming of these two membership organisations. The post-holder would be given considerable autonomy; he or she needs to have initiative, imagination, organisationally thorough and to be an adept communicator. The experience and contacts gained would be invaluable for the future.

Skills Sought

- Membership data base / collection of subscriptions
- Organising, editing newsletter, programme details and website
- IT – Microsoft Office, Quark Express, Content Management Software
- Events Marketing
- A strong sense of organisation and order
- An ability to work on own and take initiative
- Good communicational skills
- Preferable 3 years work experience in an UK office environment

Terms: Four days a week; 0930 – 1730 daily at the office in Buckingham Gate

Salary: £27,000 pro rata (£1,800 per month gross for four days a week)

To Apply

- Please send your CV via email to communications@hkas.org.uk or to

Faye Ye
Swire House
59 Buckingham Gate
London SW1E 6AJ

by **20th August 2010**

- If you require further information, please call 020 7963 9447
- Preliminary Interviews late July. Final interviews late August
- You need to be a UK work permit holder