

A. Company & Job Information

Company/Organisation Name	Lukfook Group
Company/Organisation Website	www.lukfook.com
Job Title	Corporate Communications Officer
No. of Vacancy	One

B. Job Description

Job Responsibilities:

- Evaluate cost & benefit in screening high-profile awards and recognition opportunities to celebrate brand success
- Screen media opportunities and maintain good media relationships, involve in media monitoring & PR agency management
- Produce quality write up, e.g., press releases, interview Q&A, media statement, speeches
- Evaluate sponsorship opportunities, support in Lukfook Volunteer Team /CSR programs and consolidate ESG profiling for Annual Reports
- Support in company annual events, Raceday, website content update, data compilation for management review and ad hoc projects as required
- Build internal and external networks to facilitate message delivery, communicate effectively with all types of audiences

Job Requirements:

- Bachelor's Degree or above in Communications, Journalism, Public Relations with minimum 3 years' Corporate Marketing or Corporate Communications working experience, preferably in listed companies
- Basic financial knowledge required
- Excellent command of both written English (DSE: 4 or above) and Chinese (DSE: 4 or above)
- Proficient in both written & spoken Chinese (Cantonese and Mandarin) and English
- Result-driven, strong people skills, meticulous, and able to exhibit flexibility based on the immediate situation
- Familiar with media environment, experienced in media relationship building
- Proficiency in website CMS, MS Office and Chinese Word Processing
- Immediate availability is preferred