



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Sales & Marketing Officer (Ref.: SMO(SEO)/12/07/24/C)

Responsibilities:

- Develop and implement comprehensive marketing strategies to achieve business objectives, both online and offline
- Provide sales support to the Manager, including preparing quotations, coordinating courier services, and other administrative tasks
- Create and promote content across online and offline channels. Create engaging content for various marketing channels, including social media, email campaigns, websites, and print materials
- Plan and execute marketing campaigns and events to drive brand awareness and lead generation
- Conduct market research and analysis to identify new opportunities and trends
- Prepare promotional materials such as brochures, presentations, and other marketing materials
- Monitor marketing performance and prepare reports for management review and enhancement
- Collaborate with clients to coordinate sales and marketing activities
- Handle customer inquiries and collect orders
- Perform other ad hoc duties as assigned

Requirements:

- Degree in Marketing or a related field
- 2 years of experience in a sales or marketing role
- Proficient in using social media platforms
- Knowledge or practical experience in graphic design and software is an advantage
- Ability to work independently and as part of a team
- Strong problem-solving and analytical skills, excellent organizational and time management skills, ability to work independently and as part of a team, and good interpersonal skills
- Experience in serving NGO and experience working intellectual disabilities are preferred, but not a must
- Immediate availability or short notice preferred
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Ms Carrie Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to seo_aa@hongchi.org.hk

For enquiries, please contact Ms Carrie Siu at 2689 1382.

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)