

Hong Kong Public Relations Professionals' Association Limited ("PRPA") invites interested parties to apply for the **Part-time Administrator/Senior Administrator** position.

Salary will commensurate with experience.

PRPA is a non profit making association comprising public relations practitioners, and with an objective to promote public relations as a profession, in Hong Kong.

About the Job:

- Provide general support to ensure smooth operation of PRPA
- Provide support to foster smooth execution of projects, publication and events
- Liaison with different external parties/handling of inquiries relating to PRPA and its members
- Assist in maintaining website and social media platforms.
- Provide overall administrative support.
- Mostly work from home
- Occasional outdoor work

Skills & Experiences required:

- Good command of spoken and written English and Chinese
- Proficiency in MS Word, Excel, PowerPoint and Publisher/ InDesign etc.
- Associate or Bachelor degree in any disciplines, with communications/PR an advantage
- Working experience in related areas is preferred but not a must

Interested candidates please send your application and resume to prpa.honsec@gmail.com.

Shortlisted candidates will be contacted individually.