



Head – External Affairs

Airports Council International (ACI) is the trade association that represents airports, with more than 620 members operating 1940 airports in 174 countries and territories worldwide is seeking the right candidate to join us in our Regional Office located in the Hong Kong International Airport. The ideal candidate would have the following qualifications, experience and abilities.

The incumbent will be responsible for:-

- Manage all external relations matters including but not limited to member services, media and public relations; events and conferences;
- Maintain a high standard of quality and accuracy of all publications and official information disseminated by the Regional Office, such as press releases, magazines, bulletins and newsletters;
- Draft speeches;
- Oversee the Events Team and Communications Team;
- Maintain good relationship with members and industry partners;
- Act as the Spokesperson of the Regional Office;
- Handle any ad-hoc assignments as required.

Requirements

- University Degree in a relevant discipline, MBA or Master Degree in a relevant discipline would be an added advantage;
- Minimum 10 years solid experience in public relations, event organising and communications;
- Excellent command of written and spoken English;
- Able to communicate effectively in Cantonese or Mandarin. Knowledge of other Asian languages is an asset;
- Excellent interpersonal, communications, analytical and problem solving skills;
- A quick learner with strong self-motivation and able to work under pressure;
- Independent, well-organised and result-oriented;
- Proficient in PC applications, e.g. Microsoft Word, Excel, PowerPoint, etc;
- Frequent overseas travel required;
- Interest in the air transport industry is essential, actual work experience in the industry is preferable but not essential.

Interested candidates please send your CV with date of availability, present and expected salary by email to recruit@aci-asiapac.aero.

Only shortlisted applicants will be contacted. All Information received will be kept in strict confidence and only for employment-related purpose.

Airports Council International, Asia-Pacific Regional Office

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