



Assistant Manager – External Affairs

Airports Council International (ACI) is the trade association that represents airports, with more than 640 members operating 1953 airports in 176 countries and territories worldwide.

The Asia-Pacific Regional Office located at Hong Kong International Airport is seeking the right candidate to join the team. The ideal candidate will have the following responsibilities and possess the following qualifications, experience and skills:

Responsibilities

- Responsible for providing written content for various communiques, including but not limited to speeches, presentations, publications, website content, featuring the Regional Office's work, advocacy efforts and events.
- Support in the marketing and promotion of the Regional Office's programmes, events, products and services, and production of print collaterals, corporate gifts, etc.
- Assist in the analysis, review and reporting of effectiveness of brand management, marketing and promotional campaigns.
- Assist in the analysis and review of members' services and needs, and explore opportunities to develop new programmes.
- Provide members' care services to assigned airport members and World Business Partners.
- Undertake other ad-hoc tasks and assignments as required.

Requirements

- Bachelor's Degree in Marketing, Public Relations, Communications or related disciplines;
- Minimum 4 years of relevant experience in marketing communications, editorial and copywriting work; experience with graphic/ multimedia design an advantage;
- Excellent command of written and spoken English and Chinese; knowledge of other Asian languages an advantage;
- Excellent communication and interpersonal skills, especially in a multicultural environment;
- Creative and resourceful in identifying marketing and branding trends;
- Knowledgeable in current, international events and aviation industry an advantage;
- Intuitive and well-versed in PC and online applications, including Microsoft Office suite, Adobe, etc.;
- Able to work independently, be well-organized and result-oriented;
- Able to travel overseas occasionally.

Interested candidates please send your CV, at least 2 samples of written work, e.g. press releases or articles in periodicals, preferably published, along 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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