

# **Hong Kong Economic and Trade Office in London**

## **Invest Hong Kong Desk**

### **Assistant Manager, InvestHK**

**Fixed Term:** Fixed-term employment contract for a 3 month period

**Salary:** £24,900 gross per annum (gross salary is inclusive of a monthly Special Allowance)

Invest Hong Kong (InvestHK) is the department of the Hong Kong Special Administrative Region (HKSAR) tasked to attract and retain foreign direct investments in Hong Kong. Hong Kong is one of the world's most dynamic, vibrant and international cities.

The Assistant Manager, Investment Promotion will be required to provide assistance to the Head and Deputy Head of Investment Promotion in investment promotion activities, logistical and executive support in daily office administration and managing presence in social media. Travel within the UK might be required. The ideal candidate has to be an excellent team player, ready to contribute to InvestHK's goals.

### ***Duties***

- (1) To assist Head and Deputy Head of Investment Promotion in promoting Hong Kong as the ideal location in Asia for inward investment. To work closely with the Sector Teams in Hong Kong
- (2) To help devise and refine lists of target companies and business multiplier organisations in the priority markets through desk research and respond to enquiries from potential investors by providing timely advice and practical assistance.
- (3) To conduct ad hoc marketing activities, utilising social media, mail shots and other promotional campaigns and follow-up accordingly. To update and maintain the investment promotion databases.
- (4) To provide administrative support to the Investment Promotion Unit including the submission of reports and statistics on performance.
- (5) Any other duties required by the Office from time to time.

### ***Entry Requirements***

#### **Candidates should have**

- (i) a Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing;
- (ii) work experience in preferably (a) corporate account relationship management; (b) marketing and event management; or (c) investment or trade promotion;
- (iii) fluency in written and spoken English; and
- (iv) a good command of computer skills and knowledge in Word, Excel, PowerPoint. These skills are essential.

Knowledge of and experience in investment promotion or economic development would be an advantage.

## ***How to apply***

Application form can be obtained from the Hong Kong Economic and Trade Office at 18 Bedford Square, London WC1B 3JA, United Kingdom (Telephone no.: +44-(0)20-7290 8218, E-mail: [recruitment@hketolondon.gov.hk](mailto:recruitment@hketolondon.gov.hk)) or downloaded from our website [www.hketolondon.gov.hk](http://www.hketolondon.gov.hk). Applications together with a covering letter and CV should reach the Hong Kong Economic and Trade Office **no later than 12:00 (noon) London time on 19 January 2022**. Only short-listed candidates will be notified of the result of their application.

Mailing address: Office Manager, Hong Kong Economic and Trade Office, 18 Bedford Square, London WC1B 3JA, United Kingdom  
Email: [recruitment@hketolondon.gov.hk](mailto:recruitment@hketolondon.gov.hk)

Please visit [www.hketolondon.gov.hk](http://www.hketolondon.gov.hk) or [www.investhk.gov.hk](http://www.investhk.gov.hk) for more information. For enquiries, please contact [recruitment@hketolondon.gov.hk](mailto:recruitment@hketolondon.gov.hk) or +44-(0)20-7290 8218. Personal data provided by job applicants will be used strictly for recruitment purposes and in accordance with applicable data protection regulations.