

Marketing Officer

The Manufacturing Enterprise Integration & Innovation Association (MEIIA) is a not for profit cross industry organization that focus on integration and innovation to help enterprises increase their competitiveness. Recently MEIIA was engaged by the HK Government as one of the organizers to execute a training programme, namely, “2009/10 IT Training Programme for SMEs”.

The following post is required to help execute this programme:

Job Title:	Marketing Officer
No. of Vacancy	1
Job Duties:	- Design training course leaflet - Prepare eDM for email marketing - Organize/Support marketing events
Qualification:	- High Diploma or above, preferably in IT, engineering or related discipline
Experience:	- At least 1 year working experience - Experience in marketing support is an advantage
Job Period:	7 months
Other terms:	9am – 6pm, 5-day week

Applicants should send an application letter, together with a detailed resume, salary expected and contact telephone number by fax to 8102 2051, or by email to secretary@meiia.org, or by mail to:

Manufacturing Enterprise Integration & Innovation Association
Unit B, 15th Floor, Winsan Tower, 98 Thomson Road, Wanchai, Hong Kong.

The application (with the reference number quoted) should be reached to MEIIA on or before 15 Jan 2010. Late submission will not be considered.

Personal data collected will be used for recruitment purpose only. Applicants not invited for interviews within 4 weeks may consider their applications unsuccessful and the applications will be destroyed by MEIIA within 3 months.