



華人永遠墳場管理委員會
The Board of Management of
The Chinese Permanent Cemeteries
始於 SINCE 1913



「華人永遠墳場管理委員會」(「華永會」) 是創立於 1913 年的法定組織，為本港最具規模的私營墳場營運機構之一，以非牟利形式營運、管理及發展轄下香港仔、荃灣、柴灣及將軍澳四個華人永遠墳場，多年來致力提升創新設施服務。

華永會自 1991 年起大力推動社會慈善工作，積極資助本地非牟利團體推行約 3,500 個慈善項目，受惠人次數以百萬計，累計捐獻金額更超過港幣 11 億元。

近年，華永會全面及有序地革新運作設施服務及慈善模式，加強企業管治及優化團隊文化，同時更確立「永懷人生」及「善亮人生」兩大理念，發展方向再不限於傳統框架及範疇，超越了墳場設施的執行者角色，以「正向人生」理念主導，成為積極推廣生命教育及優秀中華孝善文化的公共社會事業，展現了不一樣的機構面貌！詳情可瀏覽華永會網站 www.bmcpc-info.org.hk。

如果您.....

擁有正向人生、
希望積極求進、
能夠用心處事、
又想加入一間穩健發展的非牟利法定機構，
請即把握機會申請以下職位，與華永會一同貢獻社會。

Senior Officer (Corporate Communications)

Major Responsibilities:

- Assist in planning and execution of the corporate communications and branding initiatives.
- Liaise with external parties to ensure smooth execution of campaigns.
- Maintain good communication and relationships with stakeholders including media, external and internal parties.
- Manage and update the official websites and social media platforms.
- Oversee corporate communications collateral from drafting to proofreading, including press releases, speeches, brochures, articles and digital content.
- Provide administrative and logistical support to committee meetings and daily team operations.
- Handle ad-hoc tasks and assignments as required.

Requirements:

- Bachelor's degree preferably in media, communications, public relations, marketing or related discipline.
- Minimum 3 years of working experience in corporate communications, public relations and event management.
- Experience in organising large-scale campaigns and promotional activities is an advantage.
- Confident, detail-oriented, and resilient, with strong project management and multi-tasking skills under tight deadlines.

- Excellent interpersonal and communications skills.
- Proficiency in website CMS, MS Office, Canva and Chinese Word Processing.
- Knowledge of video production and graphic design is an advantage.
- **Candidates with less experience may be considered as Officer (Corporate Communications).**

Benefits:

Salary ranges from \$37,585 to \$47,950 (subject to work experience and qualifications); contract-end gratuity; 5-day work week; 18 days of annual leave; medical insurance for staff and dependents; and training subsidy etc.

Application Method:

1. Application should be made by completing the BMCPC Job Application Form available from BMCPC's website <https://www.bmcpc-info.org.hk/join-us>.
2. It should be forwarded together with a detailed resume either by email to hr@bmcpc.org.hk or by post to the **Human Resources and Administration Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.**
3. The position applied for should be stated on the envelope or at the subject title of the email.
4. The Deadline for application is **1 October 2026**.



Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applications will be destroyed within 24 months after completion of the recruitment exercise.