


## Détail de l'offre : Communication Officer

<b>Partenaire</b>	 EDF China
<b>Adresse</b>	Pékin
<b>Ville</b>	Pékin
<b>Référence</b>	21D1633924680
<b>Titre</b>	Communication Officer
<b>Description du poste</b>	<p>Main mission</p> <p>The Communication Officer belongs to the Communication &amp; General Secretary Department of EDF China. She/he assists in preparing the communication tools for EDF China and is involved in the Communication plan implementation.</p> <p>Communication Officer responsibilities include:</p> <p>INTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> <li>* Managing EDF China newsletters editing process: content coordination, proofreading and editing, design and layout.</li> <li>* Maintain and update EDF China intranet's content</li> <li>* Drafting and editing communication materials: design corporate presentations, edit articles and messages for staff's information and do some rewriting work for executive reports to ensure the consistency with EDF China messages.</li> <li>* Drafting EDF China manager's speeches for internal and external communication event.</li> <li>* Supporting the preparation of internal event (logistics and contents): seminars, annual meeting, internal conference, etc.</li> </ul> <p>EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> <li>* Manage the EDF China official Wechat account: contribute to the editorial agenda, monitor the drafting and design of the post to ensure the quality and consistence with EDF China communication plan.</li> <li>* Manage EDF China relation with Chinese journalists and design specific events for media</li> <li>* Supporting the organization of external events: exhibition, PR events, etc.</li> <li>* Maintain and update EDF China website's content</li> <li>* Assist the preparation of external communication tool kit (press release, leaflet, etc.)</li> </ul>
<b>Type de contrat</b>	Emploi
<b>Métier</b>	Communication / Création
<b>Localisation</b>	<input type="checkbox"/> Pékin
<b>Pays</b>	Chine
<b>Profil recherché</b>	<p>Ideal candidate profile</p> <p>Requirements:</p> <p>Basic requirements: (Education/Qualification/Language/Computer etc.)</p> <p>Education</p> <ul style="list-style-type: none"> <li>* Master degree in communication or marketing / graduated from a business school.</li> </ul> <p>Key skills</p> <ul style="list-style-type: none"> <li>* Excellent communication abilities (written, oral, visual, digital)</li> <li>* Fluent in Chinese and English, French is a plus</li> <li>* Proficient in computing (Microsoft Office pack)</li> <li>* Familiar with design software would be appreciated</li> </ul> <p>Professional experience and skills / Technical Knowledge</p> <ul style="list-style-type: none"> <li>* Proven experience in the communication field</li> </ul> <p>Capabilities required</p> <ul style="list-style-type: none"> <li>* Creative thinking, visual design sensitivity</li> <li>* Ability to work effectively with multiple individuals and manage several projects at once</li> <li>* Able to work independently and on own initiative</li> <li>* Strong attention to detail</li> </ul>
<b>Expérience</b>	Débutant (-3 ans)

Secteur Énergie - Extraction  
**Langues** Anglais