

Détail de l'offre : Communication Officer

Partenaire	CCIF	Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
Adresse	Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing 2/F Mayfair Tower, 83 Fu min Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shenzhen	
Ville	Pékin Shanghai Canton Shenzhen	
Référence	21D1635303366	
Titre	Communication Officer	
Description du poste	<p>Responsibilities</p> <p>INTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> · Managing the company's newsletters editing process: content coordination, proofreading and editing, design and layout. · Maintain and update company's intranet's content. · 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 company's messages. · Drafting company's manager's speeches for internal and external communication event. · Supporting the preparation of internal event (logistics and contents): seminars, annual meeting, internal conference, etc. <p>EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> · Manage the company's official Wechat account: contribute to the editorial agenda, monitor the drafting and design of the post to ensure the quality and consistence with company's communication plan. · Manage company's relation with journalists and design specific events for media · Supporting the organization of external events: exhibition, PR events, etc. · Maintain and update company's website's content · Assist the preparation of external communication tool kit (press release, leaflet, etc.) 	
Type de contrat	Emploi	
Description de la société	<p>Company</p> <p>Our client is a leading player in the European energy market and the largest nuclear operator in the world. As an integrated electricity company with more than 70 years of power development experiences, they have comprehensive world-class industrial competitiveness in nuclear power, thermal power, hydropower and new energy power generation. Active and specialized in all aspects of power supply including electricity generation, transmission, distribution, sales, energy efficiency and energy trade, they can provide various integrated energy solutions in power project investment, engineering and management as well as grid transmission and distribution.</p>	
Localisation	Beijing	
Pays	Chine	
Profil recherché	<p>Requirements:</p> <p>Master degree in communication or marketing / graduated from a business school.</p> <p>Excellent communication abilities (written, oral, visual, digital)</p> <p>Fluent in Chinese and English, French is a plus</p> <p>Proficient in computing (Microsoft Office pack)</p> <p>Proven experience in the communication field</p> <p>Creative thinking, visual design sensitivity</p> <p>Ability to work effectively with multiple individuals and manage several projects at once</p> <p>Able to work independently and on own initiative</p> <p>Strong attention to detail</p> <p>Familiar with design software would be appreciated</p>	
Expérience	Expérimenté (3-10 ans)	