

Détail de l'offre : Communication Officer

Adresses Suites 201-222, 25, Building 81, No 4 Gongit North Road: Chaoyang District, Beijing 2/M Adyafr Tower, 83 Funine Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 818, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shanzhen Réference 2016/530366 Titre Communication Officer Description du post Responsibilites INTERNAL COMMUNICATION - Managing the company's newsletters editing process: content coordination, proofreading and editing, design and layout. - Maintig net company's newsletters editing process: content coordination, proofreading and editing company's intranet's content. - Maintig net company's newsletters's content. - Maintig and editing company's intranes's content. - Maintia and update company's intranes's content. - Supporting the preparation of internal event flogistics and contents): seminars, annual meeting, internal conference, etc. EXTERNAL COMMUNICATION - 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 the company's relation of instranel event. Schöltion, PR events, etc. - Maintian and update company's website's content - Assist the preparation of external communication plan. - Manage the company's relation of external communication plan. - Manage the company's relation of external events: exhibition, PR events, etc. - Maintian and update company's website's content - Assist the preparation of external communication tool kit (press release, leaflet, etc.) Type de contrat - Post to prever supply including electricity generation, starbuston, sales, energy efficiency and energy trade, they can provide vanids in design of peers, hermal power, hydropower and new energy power generation. Active and specialized in all aspects of power supply including electricity generation, transmission and distribution. - Respireme	Partenaire	Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
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