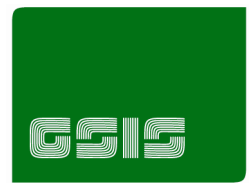


The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing as soon as possible or as mutually agreed.**



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

MARKETING & COMMUNICATIONS ASSISTANT (4-MONTH FIXED TERM CONTRACT)

(Working Hours/days can be discussed, preferably Monday to Friday, 8:00 AM to 4:30 PM)

Join our team as a Marketing & Communications Assistant where your creativity, organisational skills, and communication abilities will be highly valued. You will work closely with the Advancement team to implement marketing initiatives and communication strategies for German Swiss International School. This position offers valuable experience in marketing and communications within a collaborative and supportive environment. The position is available from April to the end of July.

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

What is required

- Assist in generating content that aligns with the school's brand's message and tone
- Support various events and fundraising initiatives, such as school fairs, alumni networking events and fundraising events etc
- Participate in the development of social media campaigns, and the preparation of promotional materials, including the school's yearbook
- Assist with photoshoot and video shoot
- Liaise with teachers, students, vendors and various cross-functional parties to ensure efficient and effective execution
- Undertaking any additional duties as required to ensure the smooth functioning of the department

What we are looking for

- Good command of English with strong communication skills. Knowledge in German is an advantage
- Proficient in MS Office, such as Word, Excel, PowerPoint etc, with a keen eye for detail
- Positive attitude. Enthusiasm for learning and contributing to impactful initiatives
- Experience or a strong interest in photography and videography,
- Experience or a strong interest in Adobe Suite software, such as Illustrator, Photoshop, InDesign, Premiere Pro etc
- Ability to work independently as well as collaboratively within a diverse team in a fast-paced environment
- Good IT and admin skills, with the ability to multitask and manage time effectively

What we offer

GSIS offers benefits such as competitive salary, 20 days' annual leave, in-house cafeteria. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources. Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.