Company: Rich Access Consultancy Limited

Position 1: Business Officer
Position 2: Fund Raising Officer

Brief Company Information
Rich Access Consultancy Ltd was established in 2017 by a registered social worker in Hong Kong who has been taking management roles in different organizations for over 20 years. It is the only company in Hong Kong which offers one-stop solutions to small and medium enterprises (SMEs), enterprises, individuals and charity organizations.

In order to cater the specific needs of clients, the company also offers a variety of services in government fund application, overseas business development, marketing and promotion, and business integration advices.

Website: https://www.rcaccessconsult.com/en/

Position 1: Business Officer

Job Description

- Branding and developing products campaign, design Facebook and Instagram ads
- Maintain and keep updates of social platforms (including Facebook, IG etc)
- Digital marketing and website development
- Application funding proposal

Job Requirements

- 1-3 years of business/ marketing-related experience
- Good written and communication skills
- Self-motivated, team working
- Location: Kowloon Bay

Position 2: Fund Raising Officer

Job Description

- Developing and implementing a multi-media fundraising strategy to engage our supporters;
- Developing and delivering new ways to engage the public with support for our work;
• Building relationships with stakeholders in order to engage and raise awareness of and support for our work;

**Job Requirements**

• 1-3 years of social work and social science studies business/marketing-related experience
• Good written and communication skills
• Self-motivated, team working
• Familiar with fundraising and social media trends
• Strong marketing sense and possess PR character

**Internship Period: Semester B 2022**

**Total number of vacancies: 2**

**Application Procedures**
Interested students should submit your application directly to the employer with your CV at your earliest convenience.

**Application:** Dorothy Wong dorothy@rcaccessconsult.com