

## Job Description

Company Name: Café de Coral Group Limited

Brand Name: Café de Coral

**Job Title: Intern (Corporate Communications and Sustainability)**

Department: Corporate Communications and Sustainability

Work Mode: Full-time

### A Brief Company Introduction

Incorporated in 1968 and listed on the Hong Kong Stock Exchange in July 1986, **Café de Coral Group** (SEHK: 0341) is one of Asia's largest publicly-listed restaurant and catering groups.

With deep roots in Hong Kong, the Group has established its position as a market leader in the fast food industry over the past 50 years. Today, our businesses include quick service restaurants, casual dining chains, institutional catering and food processing. The Group operates over 550 dining outlets – as well as 4 ISO-certified food processing plants – in Hong Kong and Mainland China.

Join us and be part of our diverse team. You will learn and develop both professionally and personally. Come and meet our purposeful team and be part of the something big.

### Responsibilities

- Assist in executing external communication projects, including developing corporate collaterals, updating corporate website, monitoring media coverage, creating social media content and supporting event planning and logistics;
- Support effective internal communications by assisting content development for the internal newsletter, maintaining the intranet and ad hoc campaigns for employee engagement;
- Conduct market research and database updates;
- Provide coordination support for corporate events and CSR projects, gaining exposure to event planning and stakeholders engagement.
- Provide general administrative support, including preparing meeting materials, and maintaining project documentation.

## Requirements

- A proactive team player with good interpersonal and communication skills;
- Self-starter, strong sense of responsibility, attentive to details, eager to learn with a can-do attitude;
- Familiarity with social media platforms and digital communications trends;
- Knowledge in MS Office (Word, Excel, Powerpoint); and
- Good command of written and spoken English and Chinese (Cantonese and Mandarin).