

Title: Part-time Copy Writer & Marketing Events Officer

Facility: Beijing United Family Hospital, Beijing Market

Department: Marketing & Sales Department, Customer Relations Management (CRM) Team

Summary Of Responsibilities:

To edit and manage all English-language content and materials from Beijing United Family Hospital and support and execute promotional events.

Supervision Exercised:

Supervised by CRM Manager, Marketing & Sales Department

Job Competency:

This is a part-time Marketing position. The Employee's performance will be evaluated in 6 key areas:

- 1) Quality of work
- 2) Working attitude
- 3) Attendance
- 4) Communication
- 5) Knowledge of the job

There will be no probationary period for this role, however the employee will have a monthly review with the CRM Team Manager. If the employee's performance is determined to be "below expectations" on 3 or more of the items above, the employee shall be deemed not competent for the current position and unable to meet the job requirements.

Qualifications:

- College or University Degree, Native English Speaker

Skills:

- Copywriting, Editing, Content Research, Interviewing
- Computer, Microsoft, WeChat, PPT skills
- Event Planning skills desirable

Knowledge:

Willing to learn medical knowledge

Internet Access Required (Please tick below)

Yes.

No.

Responsibilities:

- Manage the process of writing, designing, formatting articles/advertorials for internal and external English publications, promotional materials for campaigns, packages and events, and information for the BJU website, English WeChat, and other media channels.
- Edit any BJM marketing materials to a high standard

Other Responsibilities:

- Assist with external marketing activities and events when required.
- Provide support to community-wide marketing projects as required.
- Organize events targeting and engaging the expat community.
- Actively seek out new ways to promote BJU in the expat community
- Other tasks assigned by CRM Manager and Department head

Benefits

- This position requires a minimum 24 working hours each week, but will not exceed 36 hours/week.
- BJU offers a competitive salary (commensurate with experience)
- A work visa will be provided
- A working lunch will be provided

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If you are interested in the position, please add my We Chat: 13910128735