

Link Real Estate Investment Trust (Hong Kong stock code: 823), managed by Link Asset Management Limited, is the first real estate investment trust listed in Hong Kong, and currently Asia's largest REIT and one of the world's largest retail-focused REITs in terms of market capitalisation. Wholly owned by private and institutional investors, Link REIT is a constituent stock of the Hang Seng Index. With a portfolio focused on community shopping centres that serve the daily needs of the shoppers, we serve the community by creating vibrant and unique retail experiences that meet the needs of the people who live around our shopping centres. By doing so, we are able to provide an effective platform with which the businesses of our tenants can flourish, enhance value for unit holders of Link REIT and support the local economy.

We are looking for people enthusiastic about Hong Kong to join our team. If you care about your community, want to work in a spirit of partnership with both colleagues and tenants, and strive for excellence in all aspects of your professional life, you are invited to join us. Please send full resume with expected salary and availability to the Human Resources Department via hr@linkreit.com.

Project Assistant (6-month contract)

(Ref. No.: L19/04-0094)

As part of Link's strategic initiative in aligning processes and controls for growth, a 6-month contract role is open to develop a Code of Conduct and Policy Management web portal. The successful candidate will gain a broad overview of Link's business and internal controls as well as work with stakeholders across the firm in producing a key deliverable that will be used by all employees across the firm.

Responsibilities

- Assist to proof read and edit content contributed by the policy owners; recommend changes to improve clarity and flow
- Help summarise departmental policies & prepare policy abstracts
- Conduct research for best practice ideas
- Design website and produce content in an appealing format that will enhance employee's readership and understanding
- Co-ordinate across departments to solicit inputs and obtain buy-ins for the final portal deliverable

Requirements

- Bachelor's degree in related field such as English, Journalism, or Communication
- Mandatory to possess excellent English writing skill (proficiency in business-level Chinese is desirable but not mandatory)
- Demonstrated ability in preparing content for blogs and designing web pages (candidate who is a fast learner and can self-taught web design may also be considered)

- Pro-active and resourceful in conducting research for ideas and industry best practices
- Good interpersonal and communication skill, disciplined, and well-organized

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate to the right candidates with qualifications and working experience.

Application

Please apply with full resume including a detailed description of employment history, expected salary with reference no. quoted, to Human Resources Department at the email address

hr@linkreit.com

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strict confidence and used strictly in accordance with our "Privacy Policy Statement" for recruitment purpose only. A copy of the Statement is available on our website (Linkreit.com). Applicants not hearing from us within 6 months may consider their applications unsuccessful.