

Position: Community Relations Officer
Location: Rayong

Responsibilities:

- Work closely with PA and CSR team to develop and implement a strategy to increase visibility and coordinate the implementation of that plan.
- Hosting community activities, attending meetings and fundraising drives and delivering speeches
- Represent HMC externally to local civic and business groups, businesses, individuals, acting as spokesperson and promoting HMC mission locally.
- Facilitate opportunities for HMC leadership and staff to engage with local community and government office and media.
- Coordinate visits of HMC for events, visits, activities.
- Recruit, organize and supervise interns or volunteers as needed or required for tabling opportunities, events or special projects.
- Work closely with PA and CSR Team and others to generate local media attention to HMC activities.
- Gathering and reporting on community relations and outreach metrics.
- work during regular business hours, although additional hours may be required to support community events

Qualifications:

- A bachelor's degree in public relations, corporate communications, journalism, marketing, or a related field
- Good presentation and negotiation skills are essential.
- Experiences in dealing with community.
- Good command of English and computer literate and proficient in MS office
- Healthy interpersonal skills dedication dynamic and a team player
- Enjoy working with people, be community-minded and have an understanding of nonprofit, civic, and community groups.
- Be always the first to volunteer to help when someone has a problem. Be outgoing, personable, aggressive, and articulate. Good writing, organizational, and planning skills are necessary.
- Have the ability to speak in front of large and small groups without getting flustered.

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

To explore more about HMC, please visit www.hmcpolymers.com

Human Resources Department
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