



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Human Resources

Position Title: Manager - Copywriting

Job Description:

- Collaborate with stakeholders across departments to understand their needs and create copy that effectively communicates HR related messages
- Develop and execute strategies for creating engaging HR related content, including but not limited to employee handbooks, internal/external communications memo, job descriptions, contracts, letters, business proposals, social media postings
- Oversee the editing and proofreading process to ensure copy is accurate, clear, and consistent with the company's guidelines
- Stay up-to-date with industry trends and keep the best practices in HR communication
- Conduct regular reviews and provide feedback to team members to facilitate a sustainable improvement process cycle of the writing skills
- Perform and complete other tasks/projects as assigned in a timely manner

Job Requirement:

- Bachelor's degree in Human Resources, English Studies, Communications, Translations, or a related field
- Minimum 5 years of experience in copywriting or related field, with experience in HR fields is a plus
- Knowledge of local labor law, legislations and HR policies
- Proficiency in MS Office and other relevant software tools for copywriting and content
- Proficient in spoken and written both English and Chinese
- Ability to collaborate effectively with stakeholders across departments and understand their needs

Interested parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 82978035/ 65903640