

## Employee Engagment & Communication Specialist

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Company: MediaTek

Location: Hsinchu

Category: other-general

### Job DescriptionCorporate Event Planning & Management

- Large-scale project management and agency liaison, including schedule control, risk management, as well as negotiating with and managing multiple vendors to ensure high-quality and cost-effective event services
- Develop and drive proactive internal communications programming and events
- Work with HR, marketing, and other departments to ensure alignment of company events and initiatives

### Employer Branding & DEI

- Use data and analytics to inform strategies
- Design messages and storytelling topics to promote MediaTek as a preferred employer externally and internally
- Develop campaigns and drive events in EB and DERequirement- Minimum 4 years of experience in event management and communications, especially in large-scale project management.
- Strong interpersonal and communication skills, with the ability to engage effectively with stakeholders at all levels.
- Highly adaptable with a problem-solving mindset, capable of navigating a fast-paced and dynamic environment.
- Proficiency in written and verbal communication for Mandarin and English, given the global nature of the role.

- Proficiency in MS Office suite and familiarity with multimedia content creation tools (e.g., Adobe Creative Suite, Canva, video editing software) is a plus.

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