



## Entertainment



### Current Vacancies

Entertainment

Finance Manager / Assistant Finance Manager

Accounting Assistant

Theatre Manager / Assistant Theatre Manager

Cinema Service Ambassador (Full-time/Part-time)

Designer

Senior Administration Officer / Administration Officer

Administration Assistant

Operations Assistant / Officer

[Back to Career Home Page](#)



[Back to top](#)



## Finance Manager / Assistant Finance Manager

### Responsibilities:

- Prepare consolidation financial statements and management reports and analysis, cashflow statements
- Supervise daily operation of accounting and financial reporting function
- Assist in implementing and monitoring internal and financial control policies
- Assist in handling annual audit and tax filing for the Group companies
- Assist in ad-hoc assignments and projects

### Requirements:

- Degree in Accounting, Finance or related discipline
- Over 3 years of professional accountant qualification
- 7-8 years relevant experience, of which 3 years at big 4 company, 2 years in supervisory level, preferable in media and entertainment industry
- Working experience in listed company preferred
- Familiar with PRC accounting and tax regulations
- Proficient in using MS Office, MS Excel and accounting software such as Flex Accounting System / Dynamic AX
- Excellent communication skills, self-motivated, independent, able to work under pressure and meet tight deadline





## Accounting Assistant

### Responsibilities:

- Perform daily accounting functions including accounts receivable & payable independently
- Prepare accounting vouchers and regular reports
- Responsible for data entry, filing and record keeping
- Handle intercompany reconciliation
- Assist in ad-hoc projects as required

### Requirements:

- Degree holder in Finance, Accounting or other related disciplines
- Proficient in MS Office and Excel
- Good interpersonal and communication skills
- Good command in both written and spoken English and Chinese, Putonghua is a plus
- Fresh Graduate are welcomed
- Candidates with accounting experience will be an advantage





## Theatre Manager / Assistant Theatre Manager

### Responsibilities:

- Provide key support to the Operations Manager on cinema operations related matters
- In charge of the Cinema (include F & B); formulate, execute and review operating procedures and standards for the Cinema and F&B area
- Perform and monitor daily cinema operations including manpower arrangement, recruitment, payroll, roster & show-time scheduling, staff coaching, stock & cost control and etc.
- Lead the team to deliver excellent customer service
- Handle enquires and complaints in a professional manner
- Maintain all equipment and fixtures to ensure good working order and condition

### Requirements:

- University or College graduate
- At least 5 years working experience in cinema operations or operations in related businesses
- In-depth knowledge of hospitality and customer service management will be a plus
- Self-motivated, customer-oriented, energetic, hardworking and presentable
- Good command of both written & spoken English and Chinese





## **Cinema Service Ambassador (Full-time/Part-time)**

### **Responsibilities:**

- Greet our guests when they arrive at the cinema
- Provide high quality service to guests while staying alert to their needs
- Handle guest enquiries and concerns promptly and with courtesy
- Sell and collect admission tickets
- Sell and promote cinema merchandises and membership
- Tidy up the cinema after shows and ensure in good order before shows start
- Show and guide guests to their seats and cinema facilities
- Perform ad-hoc duties as assigned by the superior

### **Requirements:**

- DSE or above
- Good command of English, Cantonese and Mandarin
- Eager to learn and a good team player
- Hardworking and willing to take up responsibilities
- Good communication and interpersonal skills
- Multi-tasking and ability to work under pressure
- Shift-duty, irregular working hours and work on Saturdays, Sundays & Public Holidays are required





## Designer

### Responsibilities:

- Work closely with marketing and operation departments to develop communication collaterals in stringent timeline
- Responsible for online and offline design-related works, including leaflet, brochure, poster, eDM, retail displays, advertisement and event promotions etc.; from conception to final output
- Create and maintain brand guideline documentation and help ensuring design consistency across all communication channels
- Maintain and update website content using CMS
- Liaise with vendors and responsible external / internal parties to ensure quality output and meet desirable production schedule
- Assist in ad-hoc design-related duties as assigned



**Requirements:**

- Diploma or above in Multimedia Design / Graphic Design or other relevant discipline
- Minimum 3 years relevant working experience in graphic design
- Creative, strong graphic design sense and understanding of web and app technologies trend
- Proficient in Adobe Creative Suite tools specifically illustrator, Photoshop and Flash etc.
- Knowledgeable in UI / UX design, HTML / HTML 5 / CS5 / JavaScript and/ or photography is an advantage
- Good command in both written and spoken English and Chinese
- Self-motivated, responsible and a good team player
- Portfolio links shall be provided in the resume



[Back to top](#)



## Senior Administration Officer / Administration Officer

### Responsibilities:

- Provide full spectrum of administrative support across multiple functional areas
- Assist management on business matters
- Manage meeting schedules, appointments and travel arrangements
- Liaise with various internal and external parties to facilitate communication and maintain a smooth work-flow
- Prepare correspondence and presentation materials for management perusal
- Assist in assigned projects as required

### Requirements:

- Degree holder
- Minimum 2 years' solid administration / secretarial experience in sizable organization
- Excellent command of written and spoken English & Chinese including Putonghua
- Detail-oriented, well organized, efficient and presentable
- Able to handle multiple tasks with high level of accuracy and good time management
- Good team player with excellent communication and interpersonal skills
- Proficient in MS Office, including Word, Excel, Powerpoint, etc.







## Administration Assistant

### Responsibilities:

- Handle office administration such as contract management, permit/license renewal, memo drafting and reimbursement application;
- Manage projects and report status to the Management;
- Assist in office set-up for site offices;
- Coordinate with internal and external stakeholders/departments;
- Perform ad-hoc tasks as assigned.

### Requirements:

- Degree holder in Business Administration or related discipline;
- Proficiency in MS office applications and Chinese word processing;
- Good command of written and spoken Cantonese & Mandarin;
- Excellent interpersonal and communication skills;
- Knowledge in cinema operations/projects is an advantage
- IANGs are welcomed





## Operations Assistant / Officer

### Responsibilities:

- Assist Operations Manager on overall strategies and initiatives for daily operations, database arrangement and cinema management
- Responsible for product sourcing and cost negotiations
- Responsible for stock replenishment and allocations
- Prepare operations related analysis, reports and recommendations
- Perform ad hoc duties

### Requirement:

- Higher Diploma or above in Operation Management or relevant disciplines
- Minimum 2 years relevant working experience in retail, cinema or related industry
- Good command in both written and spoken English and Chinese
- Self-motivated, responsible and a good team player
- Detail minded, organized and good at multi-tasking
- Good time management and able to meet tight deadline

