



Entertainment

Current Vacancies

Legal Secretary / Legal Administration Assistant
Administration Assistant
Accounting Assistant
Senior Legal Officer / Legal Officer
Finance Manager / Assistant Finance Manager
Theatre Manager / Assistant Theatre Manager
Cinema Service Ambassador (Full-time/Part-time)

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Legal Secretary / Legal Administration Assistant

Responsibilities

- Provide secretarial & administrative support
- Co-ordinate with internal and external parties
- Arrange signing and execution of documents and contracts
- Filing of documents and contracts, updating, tracking and collating information
- Schedule meeting and take minutes
- Handle ad-hoc tasks as assigned

Requirements

- Form 5 or above with formal secretarial training;
- 1-2 years' secretarial and administrative experience, preferably with sizable law firm or in-house legal department;
- Good command of spoken and written English and Chinese and fluent Mandarin;
- Strong PC skills including MS Word, Excel & PowerPoint;
- Fast and accurate typing in both English & Chinese plus good formatting skill;
- Filing of documents and contracts, updating, tracking and collating information as required;
- Schedule meeting and taking meeting minutes;
- Be pleasant, self-motivated, hardworking, responsible, reliable and systematic;
- Able to work under pressure and overtime if required;



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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





Accounting Assistant

Responsibilities:

- Perform daily accounting functions including accounts vouchers preparation, accounts receivable & payable monitoring
- Check on proper approval, budget or chop request before payment or commitment
- Handle intercompany and bank reconciliation
- Handle daily cash inflow reconciliation with sales report
- Update and maintain the bank masters and chops/safe keys control list
- Assist in ad-hoc assignments and projects

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
- Candidates with accounting experience will be an advantage





Senior Legal Officer / Legal Officer

Responsibilities:

- Assist in drafting and reviewing of legal documents and contracts for the business unit
- Handle translation of legal documents as well as company correspondence
- Provide administrative support to the Department
- Coordinate and collaborate closely with various internal business functions and relevant professional advisers
- Assist in preparing and coordinating ad-hoc projects

Requirements:

- Bachelor Degree holders in Law related disciplines
- 3 years or above corporate legal experience in commercial firm
- Strong knowledge of the HK regulatory framework
- Excellent command of both spoken and written English and Chinese, Mandarin is a plus
- Possess good interpersonal and analytical skills; Independent, well organized and
- Good command in MS Office and Chinese word processing
- Entertainment and media industry experience is an advantage but not a must





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



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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
- Support daily operations of the projection team

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



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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



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