



Entertainment

Current Vacancies

Entertainment

Senior Marketing Manager

Finance Manager / Assistant Finance Manager

Assistant Accountant

Administration Assistant

Theatre Manager / Assistant Theatre Manager

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

Sales & Distribution Manager

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Senior Marketing Manager

Responsibilities

- Initiate, plan and execute a vast of promotional and advertising projects for the company
- Forecast and control the budget of different events, projects and other ad-hoc assignments.
- Manage and liaise with external parties for sponsorship etc. so as to deliver quality promotional
- Manage the implementation of every phase of the promotional campaigns
- Explore the corporation with external agencies or cinema for building extra values and win-win solutions to the company and our partners
- Analyze and summarize effectiveness of marketing programs and provide recommendations for improvement
- Analyze the market trend and movement to plan for reactive marketing programs

Requirements

- Degree holder in Marketing, Advertising or related disciplines
- Minimum 10 years of relevant experience in Film and related industries, including 3-5 years of experience in team management.
- Strong communication and presentation skills
- Strong passion in career development in films and the film industry





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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Assistant Accountant

Responsibilities:

- Perform daily accounting functions including reporting, accounts receivable & payable independently
- Provide secretarial & administrative support for the Finance & Accounts Department
- Handle the cheque payments and filing of accounting vouchers
- Responsible for data entry and record keeping
- Assist in ad-hoc projects as required

Requirements:

- Degree holder in Finance, Accounting or other related disciplines
- Minimum 3 years of solid accounting experience
- Proficient in MS Office; knowledge of Microsoft AX accounting system is an advantage
- Self-motivated, independent, able to work under pressure and meet tight deadline
- Good command of written and spoken English and Chinese including Putonghua
- Candidates with less experience would be considered as Accounting Assistant





Administration Assistant

Responsibilities:

- Perform day-to-day office administrative support to the designated department
- Prepare and handle various correspondences, telephone calls & emails
- Liaise and communicate with both internal and external parties for daily operation
- Assist in ad hoc projects as assigned

Requirements:

- Diploma holder
- Minimum 1 year of relevant experience in sizeable organization
- Good command of computer skills including Microsoft Office and Chinese Word processing
- Pleasant, proactive, detailed-minded and able to work independently
- Good communication and interpersonal skills
- Immediate availability is preferred





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





Sales & Distribution Manager

Responsibilities:

- Works with Assistant General Manager of Sales & Distribution to develop, plan and execute overall film/TV programs sales and distribution strategy on multi-media platforms
- Builds and maintains relationship with film distributors for film releases to maximize revenue
- Maintains highest level of customer satisfaction and partnerships with existing affiliates and develop new business opportunities in the marketplace
- Manages distribution revenue, expenses, forecasts and budgets
- Leads all administration, sales and after-sales work associated with the responsible territories
- Works closely with Legal & Business Affairs, Finance, and Marketing teams
- Assist in ad-hoc projects as assigned



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Requirements:

- University graduate or above in relevant discipline with at least 5 years of relevant experience in film industry, preferably in field of Sales & distribution/ Digital sales background is a plus
- Self-motivated, strong negotiation, presentation and communication skills
- Excellent financial and analytics skills
- Knowledgeable and passionate about film
- Professional maturity to manager affiliate relationships, and able to withstand pressure and work overtime
- Stay abreast to market, cultural, and business trends.
- Excellent command in both written and spoken English, Cantonese and Putonghua; other language(s) would be a plus
- Experience in managing operations and team building
- Possess and demonstrate the competences of leadership, strategic thinker, business acumen, problem solving, change management, ethics and integrity
- *Candidate does not possess the above qualification but have experience in film/TV industry sales & distribution may also be considered.*



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