



Entertainment



Current Vacancies

Entertainment

Theatre Manager / Assistant Theatre Manager

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

Senior Legal Officer

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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

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





Senior 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
- Coordinate and collaborate closely with various internal business functions and relevant professional advisers
- Provide administrative support to the Department
- 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
- PRC legal work experience is a plus
- 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 hardworking
- Good command in MS Office and Chinese word processing
- Entertainment and media industry experience is an advantage but not a must
- Candidate with less experience will be considered as Legal Officer

