



英皇集團
EMPEROR GROUP



NEW
ADVENTURE
IS WAITING
FOR YOU!!

想重新出發? 飛雲, 機會來了!
開展另一個專業、邁向人生新一頁!

新跑道 新航線 新起點 

Emperor Group 英皇集團

Our businesses include financial services, property, watch and jewellery, entertainment, hospitality, media as well as furniture and furnishing
經營範圍包括金融、地產、鐘錶珠寶、娛樂、酒店、傳媒和傢俬及室內佈置

Career Transformation Opportunities

各行業人士轉行機會

If you are from
假如你是來自

- Aviation 航空業
- Retail 零售業
- Food & Beverage 餐飲業
- Tourism 旅遊業
- Hospitality 酒店業
- or other industries 或其他行業

Vacancies
就業機會

- Secretary / Personal Assistant / Executive Assistant 秘書 / 行政助理
- Human Resources 人力資源
- Information Technology 資訊科技
- Customer Services (CS) 客戶服務
- Jewellery Sales 珠寶銷售
- Food & Beverage 餐飲
- Cinema Service Ambassador 戲院服務大使

For more vacancies, please visit our company website.
更多職位空缺, 請瀏覽英皇集團網頁。





Entertainment

Current Vacancies

Entertainment

Senior Digital Marketing Officer / Digital Marketing Officer (Movie Promotion)

Accounting Assistant

Theatre Manager / Assistant Theatre Manager /

Theatre Supervisor

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

F&B Service Ambassador

Projectionist

[Back to Career Home Page](#)



[Back to top](#)



Senior Digital Marketing Officer / Digital Marketing Officer

(Movie Promotion)

Responsibilities:

- Execute social media strategy through competitive research, platform determination, benchmarking and audience identification
- Handle promotion matters and maintain good relationships in relation to media
- Generate, edit and publish daily content
- Set up and optimize company / campaign pages within each platform
- Liaise and coordinate with business partners for various marketing support
- Assist in ad-hoc project as assigned

Requirements:

- Diploma or above in media, marketing, public relations or communications
- Excellent command in written & spoken English & Chinese, Mandarin is a must
- Knowledgeable in effective social media techniques
- Up-to-date with the latest trends and best practices in online marketing and measurement
- Good writing and editing (video/text) skills
- Proficient in MS Office and Chinese Word Processing
- Good presentation and communication skills





- Highly motivated, creative and organized
- Passionate in entertainment industry
- Passionate in promoting PRC movie market
- Candidate with more experience will be considered as Senior Digital Marketing Officer



[Back to top](#)



Accounting Assistant

Responsibilities:

- Handle accounts receivable and payable
- Handle intercompany and bank reconciliation
- Handle daily cash in-flow reconciliation with sales report
- Update and maintain the bank masters and chops/safe keys control list
- Assist in month-end closing of financial statement preparation
- Prepare various report e.g. Cash flow report, turnover report, notes to the accounts.
- Assist in ad-hoc assignments and projects

Requirements:

- Diploma or above in Finance, Accounting or other related disciplines
- PRC experience would be an advantage
- Good interpersonal and communication skills
- Good command in both written and spoken English and Chinese, Putonghua is a plus
- Proficient in MS Office and Excel





Theatre Manager / Assistant Theatre Manager / Theatre Supervisor

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



[Back to top](#)



- Self-motivated, customer-oriented, energetic, hardworking and presentable
- Good command of both written & spoken English and Chinese



[Back to top](#)



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



[Back to top](#)



F&B Service Ambassador

Responsibilities:

- Greet guests in a warm and welcoming manner
- Assist in preparing and serving food and drinks
- Maintain a clean, sanitary, and safe work area

Requirements:

- Good team player with positive attitude
- Multi-tasking and ability to work under pressure
- Friendly and enthusiastic personality will be a plus
- Great customer service and communication skills



[Back to top](#)



Projectionist

Responsibilities:

- Movie or trailer projection and preparation
- Control the theatre light and sound facilities
- Provide the technical support to the movie gala, special show, meeting or the house booking
- Daily cleaning, checking and maintenance of the projector
- Assist in ad hoc projects as assigned

Requirements:

- DSE or above
- 1-2 years related working experience is preferred
- Hardworking and responsible
- Able to multi-task and work under pressure
- Eager to learn and enjoy teamwork

