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## Employment Recruitment Form

Company Name:	THE EXECUTIVE CENTRE LTD		
Address:	THE FACTORY, 1 YIP FAT STREET, 3RD FLOOR, WONG CHUK HANG, HONG KONG		
Business Reg. No:		Tel No:	+852 5741 9791
Company Website:	www.executivecentre.com	Fax No:	
Business Nature:	Real Estate Services	Product/Services:	Flexible Workspaces
Owner Country:	Hong Kong	No. of Staff:	100 (local) 1000 (worldwide)

<b>Position Offered:</b>	Assitant Videographer
<b>Job Mode:</b> <i>Please delete inappropriate</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part-time / Contract / Freelance
<b>No. of Vacancies:</b>	1
<b>Contact Person:</b>	Mathew Lee +852 5741 9791 Mathew_Lee@executivecentre.com
<b>Job Starting Date:</b>	ASAP
<b>Job Description:</b>	We are seeking a passionate, creative videographer and video editor to join our Marketing team. The ideal candidate is highly collaborative, motivated, and able to think and execute creatively, with a high degree of craft. Qualified candidates will report to the Head of Video Content and be responsible for helping develop, film, and edit original video content across all digital and social media platforms. You will be assisting the Head of Video Content with all video tasks based in Hong Kong and help produce content in other APAC regions. Candidates should have a proven ability and portfolio that demonstrates their familiarity with all stages of video production. We are looking for a conceptual thinker that has experience working in a fast-paced, dynamic, growing, and energetic environment.
<b>Job Requirement: (limit to 80 words)</b>	Relevant degree in Marketing, Communications, Video Production, or any relevant fields. 1-3 years of relevant experience. Recent graduates may apply. Experience with video editing and videography, including pre and post-production. Proficient in Adobe Premiere. Knowledge with After Effects, colour grading, photography, etc. is an advantage. Experience working with professional video equipment (cameras, lighting, sound, grip, etc.). Self-starter and detail-oriented with strong project management and organisational skills; you can manage multiple projects, prioritise and communicate effectively. Fluency in both spoken and written English, fluent in Cantonese and Mandarin is a plus.
<b>Salary*:</b>	Salary is negotiable based on experience
<b>Benefits:</b>	Fun and collaborative work environment. Competitive salaries, Insurance, and time-off benefits. Growth opportunities. Spacious open-concept and centrally located offices. Flexible working hours. Corporate gym packages - personal weight training, yoga, and pilates. Fully stocked pantry with healthy foods and fresh fruit. Company lunches 3 times a week. Financially successful and profitable company. Multicultural team environment
<b>Application Procedure:</b> <b>(1) Documents Required</b> <b>(2) Send to</b> <b>(3) Method</b> - Fax/Tel no. - Mailing/Email address	(1) Resume and links to previous video work  (2) Send to Mathew_Lee@executivecentre.com  (3) Email and call to confirm receipt of email at +85257419791
<b>Closing Date: (dd-mon-yyyy)#:</b>	Until position has been filled

\* Employer should ensure that the salary complies with the requirements of the Minimum Wage Ordinance (MWO) (CAP. 608).

# The duration of the job posting is under the sole discretion of School of Creative Media (SCM). Normally, the job advertisement will be posted for two weeks.