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## Employment Recruitment Form

Company Name: <u>Production Avenue Ltd.</u>
Address: <u>Unit B1, 24/F, Fortune Factory Building, Block B, 40 Lee Chung St. Chai Wan, Hong Kong</u>
Business Reg. No: <u>63803615-000-090-20-4</u> Tel No: <u>93093122</u>
Company Website: <u>www.production-ave.com</u> Fax No: _____
Business Nature: <u>Entertainment</u> Product/Services: <u>Video production, Animation, Live streaming</u>
Owner Country: <u>Hong Kong, China</u> No. of Staff: <u>5-7</u> (local)

<b>Position Offered:</b>	Associate Video Producer
<b>Job Mode:</b> <i>Please delete inappropriate</i>	Full Time
<b>No. of Vacancies:</b>	2
<b>Contact Person:</b>	<b>Kevin Tse</b>
<b>Job Starting Date:</b>	2023 January
<b>Job Description:</b>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>-Communicate and develop video campaigns from pre-production, filming, post-production through final delivery</li> <li>-Create a clear production roadmap with our project brief, budgeting, production timeline</li> <li>-Manage projects with guidance from our producer/ director</li> <li>-Coordinate with client and our in-house post-production team for project feedbacks</li> <li>-Responsible for actively promoting our company's service</li> </ul>
<b>Job Requirement: (limit to 80 words)</b>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>-Proactive, friendly, creative, responsible and solution-driven</li> <li>-An excellent communicator, with strong written and verbal skills in English, Mandarin, and Cantonese</li> <li>-Good proficiency in computer software such as Microsoft Suite and Adobe Suite is preferred</li> <li>-Related experience in video production, public relations, or digital marketing is preferred</li> </ul> <p>Interested parties please have a look at our website at <a href="http://www.production-ave.com">www.production-ave.com</a> and send over your cover letter and resume for our review.</p>
<b>Salary*:</b>	Negotiable based on experience and skillset
<b>Benefits:</b>	<p>Medical Insurance</p> <p>Performance Bonus Leave</p>

<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/ Cover Letter/ Portfolio Link 2) Send to: <a href="mailto:kevin@production-ave.com">kevin@production-ave.com</a>
<b>Closing Date: (dd-mon-yyyy)#:</b>	Ongoing

\* 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.