



Employment Recruitment Form

We will not process job posting under individual capacity. Please email this form to smgo@cityu.edu.hk

Company Name:	CLSA Limited	Company Website:	https://www.clsa.com/
Address:	18/F, One Pacific Place 88 Queensway Hong Kong	Business Reg. No:	1038870500008246
Tel No:	26008888	Fax No:	
Business Nature:	Banking and Finance	Product/Services:	
Owner Country:	Hong Kong	No. of Staff (local/worldwide):	Local: 800 Worldwide: 1800

Position Offered:	Producer, Research
Job Mode: <i>Please delete inappropriate</i>	Full Time
No. of Vacancies:	1
Contact Person:	Sherine Lee
Job Starting Date:	20 – 2 – 2025
Job Description:	<p><u>Position Description</u></p> <p>We require a highly motivated and creative Producer to join the Digital Content Team to edit and produce high quality content for our clients. The person will be responsible for overseeing the production process from start to finish, ensuring that we can create impressive content with consistent and steady output. Junior producers are welcome to apply, however candidates must be able to confidently take direction and juggle multiple tasks and meet deadlines. A responsible work ethic and excellent time management skills is essential.</p> <p><u>Key Areas of Responsibilities</u></p> <ul style="list-style-type: none">• Produce and edit innovative and brand-aligned video and podcast content from across CLSA• Develop storyboards, scripts, graphics and a video library as needed• Select and manage production teams including sourcing the right crew and equipment• Oversee post-production including editing, colour grading, sound mixing, and finalising deliverables• Stay up to date with industry trends and advancements, incorporating new techniques and technologies to enhance production quality• Ensure that digital content adheres to editorial and regulatory requirements

Job Requirement: (limit to 80 words)	<u>Requirements</u> <ul style="list-style-type: none"> • At least three years of multimedia editing and producing experience • Proficiency with Adobe Premier Pro or other industry software • Portfolio of recent work showcasing pre/post production experience • Ability to take direction, work independently, as well as be a team player • Track-record of multitasking, time management and project management skills • Experience handling deadline pressure and responding to last-minute editorial changes • Strong written, verbal communication and people skills • Expertise with on-site and remote production including identifying and using equipment (cameras, audio, lighting, green-screens etc.) • Hands-on experience with scripting, planning and directing long-form video and field assignments, 3D and animation tools a plus • Associates, Bachelor's or equivalent degree in digital media/marketing, visual communications, or related area preferred • Native or near-native English
Salary*:	Negotiable
Benefits:	Full Medica and Insurance Scheme
Application Procedure: (1) Documents Required (2) Send to (3) Method - Fax/Tel no. - Mailing/Email address	Please apply at: https://citicclsa.wd3.myworkdayjobs.com/en-US/External/job/Producer--Research_JR001021
Closing Date: (dd-mon-yyyy)#:	30 – 6 – 2025

* 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.