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Employment Recruitment Form

Company Name: _____	XCEPT Limited		
Address: _____	Unit 904, 9/F, Eastern Harbour Centre, 28 Hoi Chak Street, Quarry Bay, Hong Kong		
Business Reg. No: _____	69336260	Tel No: _____	2380 8220
Company Website: _____	http://xcept.hk	Fax No: _____	
Business Nature: _____	Creative Art / Design / Multimedia	Product/Services: _____	Interactive & Immersive Design
Owner Country: _____	Hong Kong	No. of Staff: _____	10 (local) 0 (worldwide)

Position Offered:	Project Manager
Job Mode: <i>Please delete inappropriate</i>	Full Time / Part time / Contract / Freelance
No. of Vacancies:	1
Contact Person:	Maggie Wai
Job Starting Date:	On or after 29/4/2024
Job Description:	<ul style="list-style-type: none"> • Communicate and coordinate with clients, external service vendors and internal stakeholders to ensure the projects are well delivered; • Understand and manage clients' requirements and expectations; • coordinate and oversee project's planning and progress with design and technical team; • Work closely with project team and technical team to ensure the projects are well implemented and met with quality and deadline; • Prepare project materials (e.g. project proposal, schedule, flow / sequence plan, user / operation manual, etc) and documentations (e.g. minutes, media archives, press release etc); • Supervise and train junior staff; • Perform ad-hoc duties as assigned.
Job Requirement: (limit to 80 words)	<ul style="list-style-type: none"> • Bachelor's degree or above in project management / communications / creative media / digital marketing or other relevant disciplines; • 3+ year solid experience in project coordination / project management / digital industry or related field; • Fluency in both spoken and written English and Chinese (Cantonese & Mandarin); • Excellent communication, management, interpersonal, organizational and problem-solving skills;

	<ul style="list-style-type: none"> • Ability to multitask, self-motivated, strong sense of responsibility and excellent time management; • Proficiency in Mac OSX, Microsoft Office (Word / Excel / PowerPoint); • Experience in grant applications, writing proposals and official documents is highly desirable; • Knowledges in design and video editing software (Photoshop / Illustrator / Premiere / After Effect, etc) will be an advantage; • Cheerful and positive attitude to learn and work as a team; • Candidate with less experience will be considered as Assistant Project Manager.
Salary*:	Negotiable
Benefits:	5 Days Work (Monday to Friday)
Application Procedure: (1) Documents Required (2) Send to (3) Method - Fax/Tel no. - Mailing/Email address	If you are passionate on working in an energetic creative studio and developing your career in the creative industry, feel free to drop us an email with your CV and portfolio at maggie@xcept.hk <i>Personal data collected will be used for recruitment purpose only.</i>
Closing Date: (dd-mon-yyyy)#:	30/6/2024

* 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.