

**Employment Recruitment Form**

We will not process job posting under individual capacity. Please email this form to [smgo@cityu.edu.hk](mailto:smgo@cityu.edu.hk)

Company Name:	Entertaining Power	Company Website:	
Address:	Kwun Tong	Business Reg. No:	
Tel No:	2328 4880	Fax No:	
Business Nature:	Film Production	Product/Services:	
Owner Country:	Hong Kong	No. of Staff (local/ worldwide):	

<b>Position Offered:</b>	Distribution Assistant (movie industry)
<b>Job Mode:</b> <i>Please delete inappropriate</i>	Full Time
<b>No. of Vacancies:</b>	1
<b>Contact Person:</b>	<b>Rosane Lun</b>
<b>Job Starting Date:</b>	1/3/2024
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>Follow full cycle about film production/ distribution and promotion</li> <li>Including: contact Producer/ Licensor/ Actor; prepare document/ movie material and organize promotion event local &amp; overseas.</li> <li>Working area: Kwun Tong</li> </ul>
<b>Job Requirement:</b> (limit to 80 words)	<ul style="list-style-type: none"> <li>Bachelor's degree;</li> <li>1 year working experience in office;</li> <li>Fluent Cantonese/ English; Fair Putonghua;</li> <li>Good in reading and writing English &amp; Chinese;</li> <li>General computer applications: Excel, Word, PowerPoint.</li> <li>Other computer applications: Photoshop, AI, etc.</li> </ul>
<b>Salary*:</b>	16K – 17K
<b>Benefits:</b>	Annual leave 12 days; public holiday; five-day-work; 10 am – 7 pm, 8 working hours per day; bonus; medical
<b>Application Procedure:</b> (1) Documents Required (2) Send to (3) Method - Fax/Tel no. - Mailing/Email address	(1) CV (2) by email to: <a href="mailto:rosanelun@entertainingpower.com">rosanelun@entertainingpower.com</a>
<b>Closing Date: (dd-mon-yyyy)#:</b>	

\* 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.**