

**Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

*Delete inappropriate item

Part I : Employer Information (Items will be showed in the post))

1. Company Name : INSPIRE2ASPIRE CONSULTING		2. Trade : TRAINING & DEVELOPMENT
3. Company Address: HOUSTON CENTRE, 2/F, RM. 233-235, 63 MODY RD, TST EAST, KLN, HKG		
4. Contact Person : *Miss / Ms /Mr MS. HELEN		
5. Tel. No.: 21553155	6. Email Address: hpmilano888@gmail.com	7. Fax No.:

Part II : Vacancy Information

8. Job Title : VIDEO EDITOR	9. No. of Vacancy(ies) : 1
10 Job Duties : Familiar with Premiere Pro & Canva, Green screen editing, text & graphics animation and storyboarding. Willing to work in our TST office for the first few projects. Can negotiate flexible arrangements once familiar with the job.	
11. Contract of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time FREELANCE VIDEO EDITOR	
12. Work Place (if different from item 3 –Company Address above): _____	
13. Working Hours : _____ Working days per week <input type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) _____ <input type="checkbox"/> Shift work, working hours : <u>SHIFT & FLEXIBLE WORKING HRS</u> , _____ 2-3 _____ hours per day	
14. Basic Salary : HK\$ 80-150 _____ per *month / week / day / ***** hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____	
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary <u>x</u> _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)	
16. Working Experience :	
17. Language Requirement : <u>Ability to Listen & Speak</u> <u>Ability to Read & Write</u> (please take into account the genuine job requirement) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please specify: _____) Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil	

18. Other Entry Requirements:

FAMILIAR WITH ADOBE PREMIER PRO, CANVA. CAN CREATE ENGAGING CONTENT WITH TEXT, AUDIO & GRAPHICS. STORYBOARDING SKILLS. CAN TRANSCRIBE VIDEOS, REMOVE GREEN SCREEN BACKGROUND, EDIT AUDIO, FX, ANIMATIONS, GENERATE TITLES, B-ROLL. . PUNCTUAL WITH DEADLINES.
WILLING TO WORK IN OUR TST OFFICE

Part III: Job Application Method

Applicants can apply the vacancy by:

Contact *Ms / Miss / Mr HELEN _____ at

*Tel / E-mail _hpmilano888@gmail.com _____

Send the resume to Ms / Miss / Mr* HELEN _____ at

* Tel / Fax / Post / E-mail * _hpmilano888@gmail.com _____

Part IV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: HELEN PAMNANI _____
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop:  

Date: NOV 14, 2024 _____

For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)