

用心策劃您的今天與未來  
For Now And For Your Future Because We Care

## Entertainment - Technician

### Job Description:

- ❖ Responsible for the maintenance, inspection, installation and operation of various Automation, Rigging, Audio, Lighting, Video and Special Effects systems and equipment
- ❖ Assist clients and third party vendors/contractors in the installation and operation of production equipment
- ❖ Maintain accurate documentation of all maintenance and inspection tasks
- ❖ Maintain a professional and respectful demeanor at all times

### Position Requirements:

- ❖ A minimum of 2 years of job experience in related area
- ❖ Good communication skills with positive manner

**Hotline: 8118 6293**

**If you are interested, please send your CV to [sclcareer@sands.com.mo](mailto:sclcareer@sands.com.mo)**

用心策劃您的今天與未來  
For Now And For Your Future Because We Care

## Entertainment – Administrator

### Job Description:

- ❖ Provide efficient, immediate and professional administrative supports to Entertainment Department
- ❖ Maintain calendar, coordinate/ prioritize appointments and events without causing any conflicts of schedule
- ❖ Manage systematic filing of documents and ensure the records of maintenance and testing are kept; Monitor the assessment certificates and licenses are up-to-date
- ❖ Cooperate and coordinate with team Manager to ensure an adequate stock of materials and supplies is maintained

### Position Requirements:

- ❖ Bachelor degree holder is preferred
- ❖ At least 2 years of administrative experience is required
- ❖ Strong communication skills and fluent in English, Mandarin and Cantonese
- ❖ Proficient in Microsoft Office application

**Hotline: 8118 6293**

**If you are interested, please send your CV to [sclcareer@sands.com.mo](mailto:sclcareer@sands.com.mo)**