娛樂統籌部 – 技術員

工作內容:

- 負責為各項表演活動、宴會及宣傳推廣製作等提供自動技術、索具裝置、裝配技術、音響及音效、視覺效果、燈光、攝影及錄像等操作
- 協調及支援各項目之製作過程，包括根據場地佈置、指示及要求準確地繪製各項設備之電線及網絡線路圖樣
- 安排影片、照片及圖像之前期及後期製作，確保影片、照片及圖像的製作質素
- 為各類相關器材進行安裝、測試及定期維修等

職位要求:

- 2年或以上相關工作經驗
- 具良好溝通能力及態度友善

查詢熱線: 8118 6293

歡迎發送個人履歷至 sclcareer@sands.com.mo

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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

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