



EXECUTIVE ASSISTANT JOB VACANCY AT ANISHA THAI LIMITED

Position:

Part time Executive Assistant

Possibility to become Full-time after 6 months/ 12 months

Profile and Experience:

Student, Graduate, Professional, all profiles and level of experience are accepted

Requirements:

Based in Hong Kong

Permanent Resident of Hong Kong

Location:

Flexible location (office in Kennedy Town/ Central/ Sheung Wan/ Wanchai/ Lai Chi Kok)

Possibility to work from home if there is no shooting.

Shooting locations are various across HK and sometimes international

Interest:

- Influencing Marketing
- KOL/ Influencer management
- Brand sponsorship/ partnership/ collaboration
- Digital Marketing
- E-commerce (e-book, online course)
- Production (shooting, post production)
- Public Relations (PR) and Communication
- Event planning
- Brand development
- Product development
- Project Management
- Dance/ Music/ Art/ Fashion/ beauty

Hard Skills

- Basic Video and Photo editing (app/laptop software)
- Basic Graphic Design

Software/ App to be used (training can be provided by the company):

- Canva (design creation)
- Wix (website)
- Xero (accounting)
- Final cut pro/ Premiere Pro (video editing)
- Any retouching, video editing app

Soft skills:

- Pro-active
- Strong Planning & Organization skills
- Reactivity
- Learn and adapt fast

Languages:

Fluent in English: required

Cantonese and mandarin is a big plus

Responsibilities:

- Video Shooting assistance
- Photo Shooting assistance
- Accounting (invoicing, follow up with brands for payment, book-keeping)
- Social Media content calendar management
- Calendar management (Planning shooting, Business meeting)
- Direct communication with brands (negotiation, follow up, securing deals)
- Event Planning: from small to big events (dance workshop, talks, brand sponsored events)
- Design creation (flyers for event on canva)
- Update website (wix)
- Liaising between Agents/ Manager and Anisha Thai

Work schedule:

From Monday to Sunday.

Part time (flexible hours depending on the need).

There will be some days with no presence required and there will be some days when the executive assistant is required to be present the full day, and sometimes on Sunday.

The executive assistant might need to go on shooting/business travels with ATH depending on the nature of the work.

Immediate available or short notice is highly preferred.

We are an equal opportunity employer and welcome applications from all qualified candidates. All information received will be kept in strict confidentiality and for recruitment purposes only. Information provided will be used for the purpose of employment application only. Only shortlisted candidates will be notified.

Interested parties please send resume giving details of qualifications and experience, expected salary, date available and contact at:

contact@anishathai.com

ANISHA THAI LIMITED is a specialised digital marketing and entertainment company. The company was incorporated in June 2021 with the aim to provide innovative marketing, creative business solutions and comprehensive staff services principally through creating, filming and posting dancing and choreography programmes as a form of digital commercial.

Anisha Thai, the founder and CEO is an Artist, Content Creator, Dancer, Choreographer, Instructor and Civil Engineer. Before working as a full-time Civil Engineer, Ms. THAI made her fame in the popular culture through her participation in various dance competitions, entertainment programmes, commercials and video game development projects as a Dancer, Instructor and Choreographer. She is known today as the 2021 Choreography Champion of a TVB dance competition, 'Dance for Life' as well as one of the Top contestants of the Youku programme "Street Dance of China season 5".

Anisha Thai has grown a community of more than 270k followers across all social media (IG, Youtube, Weibo, Tik Tok...) and wants to challenge and promote diversity and inclusion in Asia.

To find out more, please visit us at www.anishathai.com