



# CNEX HIRING

我們爭取更多優質有志好手加入，一同推動當代最需要的紀錄、感動與變革。

## 招聘 啟事

— 歡迎加入我們團隊 —

### ► 招募職位：香港辦公室經理/ 助理經理

CNEX 基金會是由兩岸三地熱愛紀錄片人士組成的非營利民間組織。「用十年的時間，問十個大問題，邀請全球各路人馬一同觀察、思考、記錄、表達，用影像與文字，寫下當代華人的社會文化史」是 CNEX 的創辦理念。除每年一度的影片徵集、監製、行銷與發行，我們還舉辦紀錄片影展與巡展，組織紀錄片工作坊以及營運紀錄片頻道。

在理想與實踐的交替間、在克服困難與接受挑戰的過程中，CNEX 不斷成長，而所取得的成績來自於一群對時代、對自己皆認真且有要求的團隊。不論過去有緣共事的夥伴，或現正於崗位上全力以赴的同事，人才是我們最重視的財富，也是建構未來不可或缺的關鍵。現欲招募香港辦公室經理/ 助理經理一名，參與推動當代最需要變革與感動的紀實作品。

我們現正招聘以下職位(只提供英文版)：

### **Office Manager/ Assistant Manager**

#### **JOB DESCRIPTION**

1. Be responsible for proposal preparation and grants application.
2. Be responsible for the management and supervision of granted programs, productions and events, ensuring that they will be effectively delivered according to timeline and presented to high quality.
3. Manage relationships and negotiate with filmmakers, venues and partners.
4. Manage and report on project budgets with internal departments within the Foundation's accountancy procedures and prepare financial and evaluation reports.
5. Liaise and collaborate with internal departments and external parties to ensure that the programme is properly managed.
6. Undertake office general administration.
7. Any other responsibilities as required

## **QUALIFICATIONS AND REQUIREMENTS:**

1. Possess interest and passion in documentary and film-making industry; with knowledge of film-making and art industry is highly preferable;
2. Bachelor's degree holder or above, preferably in cultural management, corporate communications, Film and Television or related disciplines;
3. At least 5 years of relevant working experience in cultural management, corporate communications, business development, event management, preferably with Foundations or NGO experience;
4. A creative, communicative and highly-motivated individual with solid project management, administrative and budget management experience and be able to manage multiple projects;
5. Good interpersonal and communication skills in both written and spoken English and Chinese (Cantonese and Mandarin);
6. A good team player with strong sense of responsibility, proactive, detail-minded, capable for multi-tasking and meeting tight deadlines;
7. Proficiency in PC skills including MS Word, Excel, PowerPoint, Chinese word processing. Knowledge in online marketing and design is a plus;
8. less experience will be considered as Assistant Manager.

Please send your resume and expected salary to [hr@cnex.org.hk](mailto:hr@cnex.org.hk) on or before 20<sup>th</sup> March 2025.