



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

Assistant Multimedia Designer / Multimedia Designer

Responsibilities:

- Assist in daily photo shooting, video shooting & editing and media creation
- Assist in managing school webpages and multimedia platforms, e.g. Facebook
- Provide multimedia and graphic designs
- Produce multimedia materials such as web banner, posters and other electronic materials
- Perform other duties as assigned

Requirements:

- Higher Diploma/Bachelor degree or above in Information Technology, Multimedia/Graphic Design or related disciplines is preferred
- Basic computer operation knowledge, photography skills, video shooting/editing and graphic design is preferred
- Good command of graphic and video design softwares, such as Photoshop and Illustrator
- Experience in designing responsive website and deep understanding of social media landscape in Hong Kong is a bonus
- Fresh graduates will also be considered

We offer competitive remuneration package, including **14-18 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate of full-time non-teaching staff.

Interested parties may apply with resume (with portfolio link), stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfjpls.edu.hk and mark the applied position as the email title.

Our Website: www.wfjpls.edu.hk

Our Facebook Page: <https://www.facebook.com/WFJLPS>

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC).

Personal data collected will be kept in strict confidence and used for employment-related purpose only.