

## **Accounting Trainee**

How important you are...

- A role to assist accounting operations running smooth

What will you get ...

- Understand the entire operations flow in accounting aspects among business sector

What will you do...

- Handle all-round accounting duties by job rotation; such as accounts receivable, accounts payable, account breakdowns, bank reconciliations, and accounting reports etc

If you are...

- Bachelor holder in Accounting, Finance or related disciplines
- Team player with good communication skill
- Independent, responsible, self-motivated, attentive to numbers and positive attitude
- Knowledge in Flex and NAV is an advantage

Welcome to come to our booth for a chat or you may reach us via email [hr@poad.com](mailto:hr@poad.com), we are always waiting for YOU!

Understand POAD more, you may visit [www.poad.com](http://www.poad.com) or Facebook page "POADmedia Limited"

**Business Development Assistant (Permanent/ Full-time or Part-time Internship) – Harbour Sign Team**

**Harbour Sign Team**

POAD's Harbour Sign team governs whole business cycle of Rooftop Signage along the world-renowned Victoria Harbour in Hong Kong, a unique & prestigious outdoor media platform for key branding strategy. Our team services range from exploring rooftop signage locations, analyzing financial returns and strategic cooperation mode with various Building Owners/ Property Developers, sales prospecting International / Chinese giant brands to commit long-term contracts, to project management during signage construction process.

How important you are...

- A competent coordinator within Business Development Team in order to enhance project effectiveness

What will you get ...

- Gain practical experience from worklife as well as solid knowledge in outdoor advertising/ media industry

What will you do ...

- Identify and approach prospective international clients for branding signage along Victoria Harbour
- Liaise with business clients on projects; such as animation censorship, administrative matters
- Explore and acquire non-conventional medium for outdoor advertising
- Prepare sales and site acquisition proposals

If you are...

- Bachelor holder in marketing or any disciplines
- **UTMOST IMPORTANT** for strong communication and language skills in English and Mandarin
- Imitative to explore the unknown, think out-of-box, enjoy working in fast-paced environment and endeavor to do "better and better"

Welcome to come to our booth for a chat or you may reach us via email [hr@poad.com](mailto:hr@poad.com), we are always waiting for YOU!

Understand POAD more, you may visit [www.poad.com](http://www.poad.com) or Facebook page "POADmedia Limited"

## **Management Trainee**

This MT programme is aiming to develop future business leaders in POAD

What will you get ...

- A solid foundation for developing a successful career

What will you do ...

- Manage projects
- Build people network
- Meet the continuous challenges in outdoor advertising industry

What we offer

- Rotate major business functions for on-the-job training
- Coach from a management executive for professional career development

If you are ...

- Bachelor holder in Business Administration, Marketing, General Management, or related disciplines
- Independent, confident, proactive, dynamic and ambitious
- Eager to learn is MOST important

Welcome to come to our booth for a chat or you may reach us via email [hr@poad.com](mailto:hr@poad.com) , we are always waiting for YOU!

Understand POAD more, you may visit [www.poad.com](http://www.poad.com) or Facebook page "POADmedia Limited"

## **Sales Trainee**

How important you are ...

- An intermediary between Company and clients for the best collaboration

What will you achieve ...

- Develop excellent client management skill

What will you do ...

- Engage in all kind of sales activities, including arrange meetings with clients, prepare sales proposals, follow up the entire process of project

If you are ...

- Bachelor holder in Marketing, Business Studies or related disciplines
- Out-going, aggressive, ambitious, strong sense of responsibility and result-oriented
- Proficiency in written and spoken English and Chinese; knowledge in Mandarin is preferred

Welcome to come to our booth for a chat or you may reach us via email [hr@poad.com](mailto:hr@poad.com) , we are always waiting for YOU!

Understand POAD more, you may visit [www.poad.com](http://www.poad.com) or Facebook page "POADmedia Limited"