

## 7TH MEDIA DIGITAL

**7th Media Digital** is a leading **creative agency** located in the heart of Makati Central Business District. As a digital studio with outstanding expertise in web design, web development, graphic design and explainer videos, 7th Media has carved a reputation as a premier creative agency in the Philippines.

Having been in the business for over 10 years, we have a strong track record of delivering innovative and best-in-class digital solutions to our clients. Our creative flair in designs and innovative IT solutions have led us to work with the biggest brands in the Philippines (SM, Penshoppe, Asian Development Bank, etc.) and boutique digital agencies in the US, Australia, Singapore and Japan. We are proud to be ranked as part of the **Top 10 Web Agencies in the Philippines** by Hubstaff.

## JOB VACANCIES AT 7TH MEDIA DIGITAL

### **WEB DESIGNER (MULTIMEDIA ARTIST DEVELOPER)**

#### **Job Description:**

- **Digital Design** - Create design for various multimedia requirements (i.e. web design, marketing collaterals, explainer videos, etc.)
- **Web Development** - Develop website using Wordpress and implement website go-live.
- **Web Maintenance** - Maintain the uptime of the websites of our clients and our in-house websites such as [7thmedia.com](http://7thmedia.com) and [asiatravelbug.com](http://asiatravelbug.com).

#### **Job Qualifications:**

- Has passion in both multimedia arts design and front end web development.
- Intermediate in Adobe Photoshop, HTML and CSS.
- Basic in Javascript and PHP (or willing to learn).
- Strong drive to learn new skills with minimal supervision.
- Has a good design sense of color, layout and typography.
- Has the ability to work independently or as part of a team.
- Strong organization and good communication skills.
- Able to multi-task and can gracefully handle pressure.
- Applicants must be willing to work in Makati.
- Minimum 1 year work experience. Fresh graduates with design and front end web development exposure, with above average academic standing, are welcome to apply in lieu of 1 year minimum work experience.

### **ASSOCIATE (PROJECT AND ACCOUNTS COORDINATOR)**

#### **Job Description:**

- **Project Management:**
  - Manage multiple clients and projects related to graphic design, explainer videos, web development and website maintenance to ensure quality and timeline delivery.
  - Write documentation and content/scripts as necessary.
  - Perform project scoping.
  - Improve internal processes related to project management and operations.
  - Collaborate with various project stakeholders (clients, designers, etc.) to ensure expectations and responsibilities are aligned.
  - Lead regular project meetings with clients and internal stakeholders.
  - Perform User Acceptance Testing to ensure all requirements are met before project turnover to client.
- **Accounts Management:**
  - Manage existing clients and grow business relationships.
  - Support in new business development.
  - Handle sales inquiries and sales presentations.
  - Participate in pitches to brands, as necessary.

**Job Qualifications:**

- Has passion and background in digital arts, communications or web development.
- Good problem solving skills and a very strong attention to detail.
- Strong in business writing.
- Strong English communication skills and able to translate technical information in layman's terms.
- Can multi-task and can gracefully handle pressure.
- Applicants must be willing to work in Makati.
- Minimum 1 year work experience. Fresh graduates with with above average academic standing, are welcome to apply in lieu of 1 year minimum work experience.

**HOW TO APPLY**

If you are interested to join our growing team of creative geniuses and tech geeks, please send the following application requirements to [careers@7thmedia.com](mailto:careers@7thmedia.com). Please indicate the role being applied when you email. Those who are about to graduate are also welcome to apply! Check out our website [7thmedia.com/careers](http://7thmedia.com/careers) for more information.

1. Resume
2. Transcript of Records
3. Cover Letter (applicable for Associate role)
4. Design Portfolio (applicable for Web Designer role)
5. HTML Portfolio (applicable for Web Designer role)

**OTHER CONTACT DETAILS**

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