

COMPANY NAME: ONE MEGA GROUP, INC.

COMPANY BACKGROUND:

One MEGA Group is the country's **pioneer** publishing company of glossy magazines. It remains at the forefront of the industry as the company continues to push the boundaries of **print and beyond**.

Exploring endless possibilities, delivering the best of local and international design and lifestyle trends to a discerning market, its potent mixture of innovation and excellence has resulted in entertaining and **socially responsible homegrown titles** that positively influence the lifestyle of Filipino society.

JOB VACANCIES:

1. Account Executive

Job Description:

The Account Executive is primarily responsible in obtaining sales for the different business platforms of the company such as in digital, print, and TV. This may be for digital campaigns, a placement in our magazine brands, an event sponsorship, and the like. He/She handles the procurement of sales leads, product presentation, account servicing, and ensures that all documents relative to the client's advertising placement are complete, satisfactorily, and executed on time.

Job Qualifications:

- Experience in selling digital campaigns is an advantage.
- Preferably 1-4 Yrs Experienced Employee specialized in Sales - Corporate or equivalent.
- Strong analytical and planning skills.
- Good communication and presentation skills.
- Excellent problem-solving skills.
- Fresh graduates may be considered for this post.

2. Social Media Administrator – Instagram

Job Description:

The **Social Media Administrator** is responsible for strengthening the online presence of One Mega Group's brands through the social network – Instagram. S/he is expected to provide proper and suitable content for each account and must come up with creative executions that in due course will bring in an increase on the number of followers on these networks. S/he is also expected to engage with the followers to strengthen the brand's relationship to its respective online communities.

Job Qualifications:

Educational Background

Graduate of Advertising/Media, Mass Communications, Marketing or Certificate on Digital Media or equivalent

Years of Related Experience

At least 1 year experience in marketing or advertising

Technical Competencies

- Excellent oral and written communications skills
- Tech and social media savvy
- Has an idea on digital media advertising and promotions
- Highly creative and able to visualize and conceptualize
- Organizational skills
- Must have good negotiation and time management skills;
- Microsoft Office proficiency
- Background in graphic design and photography is a plus

3. Editorial Admin Associate

Job Description:

The **Editorial Admin Associate** shall perform assigned administrative duties. Update and follow-up delegated tasks to ensure progress to deadlines, checks status and meet deadlines of tasks assigned, prepare and assist in monitoring departmental budget of all titles (liquidation, contributor payments and other expenses) and provide weekly updates to the team.

Job Qualifications:

Educational Background

- College graduate of any four-year course.

Years of Related Experience

- Fresh graduates are welcome to apply.
- With relevant experience is an advantage.

4. Managing Editor (BluPrint)

Job Description:

The Managing Editor partners with the Editor in chief to establish editorial direction and maintain the magazine's overall look, voice and content. He/she should manage and oversee staff members' activities and deliverables, as well as day-to-day operations to ensure quality and timely delivery of the magazine. He/she is also responsible for establishing and sustaining positive and professional relations with contributors, industry collaborators and featured personalities and/or establishments.

Job Qualifications:

Work Experience:

- Minimum 2 years of writing and editorial experience
- Interest in and exposure to areas relevant to the theme of the assigned magazine

Skills Required:

- Excellent communication and interpersonal skills
- In-depth knowledge of the theme and market/audience of the assigned magazine
- Above average proficiency in writing and editing
- Highly capable of multi-tasking and able to lead, manage and develop staff
- Strong problem-solving and organizational skills
- Proficient in MS Office

5. Associate Editor (BluPrint)

Job Description: The Associate Editor assumes the Editor in chief's duties in his/her absence, supports the Managing Editor in the maintenance of the magazine's overall look, voice and content, and is responsible for the day-to-day operations of the magazine. He/she also enforces strict compliance with internal timetables as well as art and copy or production deadlines to guarantee the timely delivery of the magazine.

Job Qualifications:

- College Degree, preferably in Journalism, Communications, Creative Writing or their equivalent
- At least 1 year of writing and editorial experience
Interest in and exposure to areas relevant to the theme of the assigned magazine
- Excellent communication and interpersonal skills
- Above average proficiency in writing and editing
- Highly efficient in multi-tasking
- Strong problem-solving skills
Proficient in MS Office

6. Digital Content Writers

Job Description: Web content writers are expected to create work that is optimized for the Web. Common Web content writing practices include:

- Succinct, fact-filled content
- An engaging, active tone
- Writing broken up by subheadings
- Use of bulleted lists

- Embedded links throughout the text

Job Qualifications:

- College Degree, preferably in Journalism, Communications, Creative Writing or their equivalent
- Fresh graduates are welcome to apply.
- Knowledge of standard writing practices
- Basic design fundamentals
- Web Optimization
- Ability to meet deadlines
- Follow editorial guidelines
- Communicate with clients
- Experience using Wordpress
- Strong point of view and ability to pitch in ideas during content planning sessions
- Time management
- Able to work with a team

7. Online Editor

Job Description: An online editor is responsible for the content and images used in onemega.com. He/she will plan, research, write copy and edit the content of the website.

Job Qualifications:

- College Degree, preferably in Journalism, Communications, Creative Writing or their equivalent
- Must have 4 years relevant experience
- Leadership and management skills
- Has excellent communication skills, both written and oral
- Be able to undertake research using a variety of sources
- Be creative, able to alter their style of writing to reflect their audience
- Be able to multitask and prioritise work schedules
- Knowledgeable in SEO writing
- Experience using Wordpress
- Strong point of view and ability to pitch in ideas during content planning sessions
- Able to work with a team

8. Multimedia Artist

Job Description:

- Primarily responsible to layout the basic story line of the show or audio visual presentation (AVP) by cutting and splicing scenes from the shoot.
- He/She works closely with the Producer and the Writer.

Job Qualifications:

Educational Background

- A graduate of Fine Arts, Multi Media Arts, Information Design, Advertising, Visual Communication or any related course;

Years of Related Experience

- At least 2 years demonstrated creative excellence in multimedia production including digital filming and editing, graphic design, and photography;
- Must possess excellent communication skills;

Technical Competencies

- Proficient in Adobe InDesign, Photoshop graphic design, Adobe Premier or use of Adobe Creative Suite 5, etc.
- Highly creative and able to visualize and conceptualize;

HOW TO APPLY:

E-mail your resume to careers@onemegagroup.com. Kindly indicate the position you wish to apply for.

CONTACT DETAILS:

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