



JOB VACANCY # 007/18

Multimedia Designer

Date: 06th April 2018

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title	: Multimedia Designer
Submission Deadline	: 20 April 2018
Department	: Executive Management Office
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Supervisor (Multimedia)

Job Summary

Under direct supervision, performs a wide range of multimedia support functions, such as video production and editing and/or coordination of instructional/in-house. Assists in development and/or prepares presentation materials. Performs a range of administrative support and clerical functions, as appropriate to the needs of the work unit.

Job Description

- Outstanding knowledge of video shooting and editing process
- May provide administrative support; meets and greets visitors, answers and places telephone calls, schedules appointments, makes travel arrangements, arranges and coordinates meetings, and compiles and correlates various studies and reports.
- Maintain files and records with effective filing systems
- Deal with other departments for projects that needed
- Assist in vendor relationship management
- Good communication and interpersonal skills
- Organized with the ability to prioritize and multi task

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Any University Degree plus post-graduate or professional qualification in Multimedia field
- Minimum (2) years' experience in Multimedia related field
- Proficiency in Adobe Creative Suite (e.g., InDesign, Photoshop, Illustrator, Premiere, After Effects, etc.,)

Special Skills

- Develops and/or prepares presentation materials; writes, directs, and/or edits department videos, as assigned.
- Ability to gather data, compile information, and prepare reports.
- Skill in the use of personal computers and related software applications.
- Ability to maintain calendars and schedule appointments.
- Video production and editing skills.
- Skill in graphic design.
- Ability to coordinate and organize meetings and/or special events.

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : www.mprlexp.com

Email : hr@mprlexp.com

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.