

## Job Vacancy: Video and slideshow QA

**Requirements:** The video and slideshow QA will join one of our video and slideshow team, production department, and will be responsible for ensuring top quality editing and QA based on daily input received from clients around the world.

Main responsibilities include:

**Production and Quality Assurance:**

- Have overall responsibility for the quality of video and slideshow products
- Ensure that the video products that are delivered to the customers are consistently meeting the expected quality level and are delivered on time
- Monitor and reviewing incoming and outgoing video and slideshow materials Communication and coordination with speakers
- Handle corrections and issues from customers
- Help to improve the production processes

**Communication and Reporting:**

- Communicate with Creative and Project Manager, Team Leader and Production Manager.
- Report immediately to Creative and Project Manager and Production Manager and inform about potential problems including system problems etc.
- Provide a monthly written report and submit to Creative and Project Manager.
- Communicate in English with the Creative and Project Manager and the customers.

**Qualifications:**

**Gender:** Female / Male from 24 years old.

**Education:** Relevant theoretical background combined with some practical experience in electronics, graphics, photography, and architecture and/or computer software.

**Experience:** Working experience with computer software and graphics.

**Languages:** Ability to communicate in basic terms in English, fluent spoken and written Vietnamese.

**Competencies:**

- Knowledge of Photoshop and working with images is a big advantage.
- Very structured
- Have some leadership experience
- Have ability to take initiative
- Have some experience in video editing
- Have good knowledge of English
- Be able to listen and cooperate well with others
- Have experience with Final Cut Studio is a plus.
- Hard working and good health.
- Willingness to work in shifts.

**Application:** Interested candidates should submit the Application form for Production department (please download the form from the link <http://www.esoftflow.com/index.php/en/esoftflow/jobs> and email to: [recruitment@esoftflow.com](mailto:recruitment@esoftflow.com) or mail to Address: Suite 504, Thanh Ha building, CC2 BacLinh Dam, Hoang Mai Dist., Hanoi, Vietnam  
Tel: +84 4 3641 6864 (ext. 0/11)  
Fax: +84 4 3641 6870

**Salary:** Negotiable

**Type of job:** Full-time

**Deadline:** 29/02/2012