ONE MEGA GROUP
Several opportunities
Be part of the fastest growing media organization in the country.
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GRAPHIC DESIGNER
The Graphic Designer is primarily responsible for the creation and execution of all editorial pages. This includes all regular sections, special features, supplements, departments (table of contents, masthead, editor’s note, etc.) spine and cover.

QUALIFICATIONS:
- Graduate of Fine Arts, Multi-Media Arts, Information Design, Advertising, Visual Communication, Advertising any related course;
- At least six (6) months experience in design and publication – preferably with exposure in ad agency work, magazine or newspaper publishing, photography and production;
- Excellent oral and written communication skills;
- MAC and PC computer proficiency;
- Proficient in Adobe In Design, Photoshop and Illustrator;
- Highly creative and able to visualize and conceptualize;
- Pro-active, driven and aims for continuous improvement;
- Highly creative and detailed oriented;
- Fresh graduates are also welcome to apply.

WEB DESIGNER
The Web Designer is responsible for creating the look and feel of the company’s online websites. This involves developing a graphic design that effectively communicates the concepts being promoted in our websites such as iammeg.ph, My Home.ph and Appetite.ph.

QUALIFICATIONS:
- Graduate of Fine Arts, Multi-Media Arts, Information Design, Advertising, Visual Communication, Advertising any related course;
- At least six (6) months experience in web design – preferably with exposure in ad agency work, magazine or newspaper publishing, photography and production;
- Excellent oral and written communication skills;
- MAC and PC computer proficiency;
- Proficient with graphic design, use of Adobe Creative Suite 5 (Photoshop, InDesign, Illustrator);
- Familiar with video editing software;
- Ability to do web writing and web layouts is an advantage;
- Highly creative and able to visualize and conceptualize;
- Pro-active, driven, and aims for continuous improvement;
- Highly creative and detail oriented;
- Amenable to work during weekends if needed;
- Willing to render overtime;
- Fresh graduate are also welcome to apply.
WRITER FOR ONLINE AND PRINT
The Writer for Online & Print is primarily responsible in creating content and updating Inside Showbiz website daily. The Online Writer will provide content for print as assigned, attend events, shoot, style, do interviews, edit and will perform other tasks assigned as needed.

QUALIFICATIONS:
- College graduate of Journalism, Communications, Creative Writing, Literature, Humanities or any related course;
- Has at least one (1) year of online writing & editorial work experience;
- Able to do writing, editing and layout;
- Has excellent oral and written communication skills;
- Has good networking skills;
- Must be a highly organized person;
- Articulate, Creative, Sociable, Committed to Excellence, Driven, Energetic, High Integrity, Well-connected, Fashionable, Detail-oriented, has Fine Taste and has High Tolerance for stress;
- Has interest and/ or exposure in the entertainment industry;
- Please provide or send in sample writing works about entertainment along with your application.

MARKETING ASSOCIATE
The Marketing Associate will handle basic brand management tasks, assist in events management, point-of-sale, and other promotions for assigned title/s. He/She shall perform administrative and office support activities for assigned projects and the day-to-day load. The role of the Marketing Associate is largely to execute and to ensure timely delivery on the strategies for the magazine.

QUALIFICATIONS:
- Graduate of Business, Marketing, Communication Arts or any related course;
- At least 2 years work experience in Advertising, Marketing and Brand Management or any related field;
- Well-versed on topics related to either food, fashion, home & shelter, design, lifestyle, entertainment / showbiz;
- Knowledgeable in business communication, business mathematics and basic research;
- Knowledgeable in MS Office;
- Excellent oral and written communications;
- With uncompromising ethics and integrity;
- Able to articulate his/her ideas effectively, Sociable and energetic, Adaptable and dependable, highly organized, Proactive, Driven, aims for continuous improvement, Client service oriented and Team oriented.

EDITORIAL COORDINATOR
The Editorial Coordinator shall perform administrative and office support activities for the magazine. He/She relieves the editorial team of the administrative details of day-to-day operations.

QUALIFICATIONS:
- College graduate of Office Administration, Business Management, or any related course;
Must be a highly organized person who is also willing to do administrative work;

- Good coordination and time-management skills;
- Very good oral and written communication skills;
- Adaptable and dependable;
- Must have high attention to details;
- Must be a fast-learner and a self-starter
- Proficient in the use of Microsoft Office applications;
- Fresh graduates are welcome to apply.

**FASHION ASSOCIATE**

The Fashion Associate is in charge of assisting the Fashion Editor in implementing the style direction for the magazine. He/She is expected to be knowledgeable on fashion trends both local and international, and respond to these trends through fashion editorials, trend reports, and other related stories.

**QUALIFICATIONS:**

- Graduate of Journalism, Communications, Creative Writing, Literature, Humanities, Diploma/Certificate in Fashion or any related course;
- At least 1 year of writing, styling and/or editorial experience;
- Has interest in and exposure to areas relevant to the theme of the assigned magazine;
- Must be able to write articles and do research on fashion trends;
- Excellent communication and interpersonal skills;
- Excellent styling skills;
- Must be a highly organized person who is also willing to do administrative work;
- Highly competent, driven and committed to excellence;
- Articulate, sociable and creative with high integrity and high moral standards;
- Detail-oriented with a high tolerance for stress;
- Confident and stylish

**BEAUTY ASSOCIATE**

The Beauty Associate is primarily responsible for the output of the Beauty sections of the magazine in coordination with the Editor-in-Chief, Creative Director, Managing Editor and all concerned parties.

**QUALIFICATIONS:**

- College graduate preferably with a Beauty Certificate/ Training;
- Must be interested in beauty;
- Adept in the latest make-up trends;
- Very good written communication skills;
- Can do research on the latest beauty and skin care updates;
- Must be reliable and responsible;
- Punctual at all times;
- Has a keen eye for details.
**ACCOUNT EXECUTIVE**

The Account Executive is primarily responsible in obtaining sales for the different business platforms of the company such as print, website and TV of assigned magazines titles of One Mega Group. 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 and satisfactorily executed on time.

**QUALIFICATIONS:**

- Graduate of Business Management, Marketing, Communication Arts, or any business-related course;
- With at least 1 year experience in sales preferably with exposure in media, advertising agencies, retail or realty, fashion and marketing;
- He/She must be able to create concepts and marketing design with the client;
- Must have excellent oral and written communication skills;
- Should be service-oriented and can work well under pressure;
- Able to meet deadlines and quota;
- Energetic, charismatic, articulate, sociable, creative, stylish and has pleasing personality;
- Has wide network and connections;
- Fresh grads are welcome to apply. (He/She should have been an officer in their student organizations or council)

**ACCOUNTING ASSOCIATE**

The Accounting Associate are responsible for the accurate, correct, timely processing of authorized financial transactions including analysis and reconciliation of subsidiary ledgers against general ledgers and preparation of reports/ schedules for internal users and/ or third party users.

**QUALIFICATIONS:**

- Candidate must possess at least a Bachelor’s/ College Degree in Accountancy;
- CPA Board Passer is an advantage;
- At least one (1) year of working experience in the related field is required for this position;
- Experience also in Credit & Collection is an advantage;
- Priority will be given to those experienced employees with background in general accounting;
- Must have excellent skill in Microsoft Excel and preferably with experience in computerized accounting system such as SAP – B1, Peachtree or Quick Books;
- Must have good interpersonal skills;
- Can work with minimum supervision;
- Must be flexible and must have high integrity.