

Emperor Group Vacancies

Executive Trainee Program



英皇集團 EMPEROR GROUP

Established in 1942, Emperor Group started as a small watch retail shop. Over the past decades, we have grown and expanded into a conglomerate of diversified businesses that includes financial services, property, watch & jewellery, entertainment, hospitality, media, furniture & furnishing as well as food & beverage, with five companies listed on the Main Board of HKSE. Embracing the mission "From the community, To the community", the Group actively fulfills our corporate social responsibilities, with 2 charitable foundations to organise a variety of charity and personal well-being activities. (Visit our website & discover more www.emperorgroup.com)

Using People's Talent
to the Full

Executive Trainee Program

To support the growth of our businesses, an Executive Trainee Program has been designed to cultivate bright, potential and young calibers who can be fast tracked to the managerial levels for the business.

Successful talent will be assigned to work in the business unit as deem match mutually, and will be provided job rotation, chance to cross train in various departments and locations (e.g. Mainland China) in order to set on solid grounding in relevant industry knowledge, developing skills for a foundation that is desirable for their future career development with us.

WHO WE ARE LOOKING FOR ?

- Fresh out university graduates in any discipline or talents with 1 to 2 years' work experience
- Excellent communications skills (spoken & written) in both English & Chinese. Fluency in Putonghua is an advantage
- Good interpersonal and analytical skills
- Dynamic, self-motivated, energetic and have strong market sense
- Passionate in designated industry

Employer of choice

Making a difference

Promising future

Everlasting career development

Realizing your potential

Opportunities everywhere

Reshaping your life

Application method :

By email : recruitment@emperorgroup.com

By fax : 2835 6677

By mail : HR Dept., 28/F.,
Emperor Group Centre,
288 Hennessy Road, Wanchai, HK

Please indicate your preferred business when applying :

Financial Services

Property Investment & Development

Motion Pictures

Watch & Jewellery

Ulferts Furniture

Hospitality

Corporate Functions

www.empfc.com

www.EmperorInt.com

www.emp.hk

www.emperorwatchjewellery.com

www.ulferts.com.hk

www.emperorhotelsgroup.com

www.emperorgroup.com

Emperor Group

Internal Audit Officer / Internal Audit Assistant

Responsibilities:

- Conduct risk-based financial, operational and compliance audit engagements, including evaluation of internal control, design of audit programs and execution of fieldwork
- Provide value-added recommendations to strengthen the overall control environment
- Assist in preparing timely internal audit reports
- Participate in ad hoc projects

Requirement:

- University graduate in finance or accounting
- Minimum 3 years internal or external audit experience
- CPA qualified or student member
- Self-motivated, great initiative with strong analytical and critical mind set
- Excellent communication skills to interact effectively with different business and operational units
- Good report writing skills
- Familiar with PC software (Excel, MS Word)
- Less experience / fresh graduates will also be considered as Internal Audit Assistant

英皇集團

總經辦助理

工作職責:

- 協助總經理處理日常行政及管理事務，包括執行、協調及輔助
- 安排總經理外訪的接待及會議行程
- 協調國內部門主管及其他業務的聯繫
- 熟悉與掌握公司情況，尤其國內，並及時向總經理反映及提出意見
- 能獨立處理被分派工作的實施及作出適時匯報
- 完成總經理交辦的其他任務

工作要求:

- 母語為普通話
- 本科或以上
- 能獨立處理中、英文書
- 知識素養高，知識面廣
- 具備較強的交往及溝通能力
- 嚴謹細緻，思路清晰
- 良好組織、協調能力

Emperor Financial Service Group

Operations Support Assistant

Responsibilities:

- Maintain good relationship and communicate with staff from outside and different departments
- Perform administrative duties such as contract processing, coordination etc.
- Assist in the development progress of new business projects
- Assist in monitoring services delivered to clients, record feedback and deliver improvement proposals and reports
- Review related agreements or website contents from time to time to revise any updates
- Involve in marketing activities, e.g. collecting marketing suggestions from CS or other parties to summarize and pass to marketing department

Requirement:

- Higher Diploma or above in relevant discipline
- Mainland background is preferred
- Excellent written and verbal communication and presentation skills.
- Fluent in Cantonese, Mandarin and English
- Detail minded and able to multi-tasks

Emperor Cinema Management Limited

Cinema Service Ambassador (Part-time)

Responsibilities:

- Greet guests when they arrive at the cinema
- Provide high quality service to guests while staying alert to their needs
- Handle guest enquiries and concerns promptly and with courtesy
- Sell and collect admission tickets
- Sell and promote cinema merchandises and membership
- Tidy up the cinema after shows and ensure in good order before shows start
- Show and guide guests to their seats and cinema facilities
- Perform ad-hoc duties as assigned by the superior

Requirement:

- DSE or above
- Good command of English, Cantonese and Mandarin
- Eager to learn and a good team player
- Hardworking and willing to take up responsibilities
- Good communication and interpersonal skills
- Multi-tasking and ability to work under pressure
- Able to work for at least 3 days per week
- Able to work on Saturdays, Sundays & Public Holidays
- The working location is Tuen Mun