

## Job Details

### Native Union

Native Union creates products for the discerning global individual for a modern way of working and living. Combining the best materials, functional design and considered details, Native Union set customers apart from the ordinary.

<https://www.nativeunion.com/>

### Sales Coordinator

#### **Main Responsibilities**

- Provide full spectrum of daily support for the Sales department
- Duties may include order follow up, sales & project support, logistic coordination, inventory control, sample management etc.
- Act as a first point of contact for urgent calls, emails and messages when Key Account Managers are not available
- Follow up samples and other deliverable requests to clients; arrange any supporting materials, such as technical documentation, training materials or customer references
- Input sales orders in ERP, check stock status and collaborate with logistic team to ensure delivery schedule
- Support the outstanding collections of receivables in liaison with Finance and Sales Team
- Assist other duties and ad hoc projects as assigned

#### **Requirements – Skills and abilities**

- A minimum of two years' experience preferably in trading companies or online stores
- Good command of English and Cantonese (writing and speaking)
- Organized and attention to details
- Self-motivated and able to work with minimum supervision
- Flexible and multi-tasking
- Willing to learn and take over new responsibilities
- Ability to work independently and collaborate in fast-paced team environment to meet tight deadlines
- Confident, self-motivated with strong sense of responsibility, able to use own judgment, take initiative and make day to day decisions
- Effective team player and communicator
- Preference given to those who can report to work immediately

#### **Personal Qualities**

- Ability to multi-task and manage multiple concurrent programs
- Demonstration of collaborative team building skills with proven ability to build collaboration among team members
- Ability to resolve conflicts in a productive manner

## Gourmet en Provence

Gourmet en Provence is the proud purveyor of the finest restaurants and Michelin starred chefs in HK and Macau.

We provide a wide range of fine products: caviar, truffle, premium meat, seafood, delicatessen, cheese and cold cuts, fresh fruits and vegetables etc..We are proud to carry prestigious brands and distribute products made by highly skilled craftsmen, mainly from France.

We also offer our gourmet products to private individuals through our retail online shop PLANTIN KAVIARI HK.Sales and Logistics Coordinator

We provide home delivery service in all HK districts.

<https://www.plantinkaviari.hk/en/>

### **Responsibilities**

- Enter sales order into “QuickBooks”
- Coordinate operations and ensure schedules, deadlines are met
- Handling phone calls
- Monitor stock on hand according to business level
- Communicate with clients and evaluate their needs and specifications
- Coordinate and follow up with customers
- Correct sales orders, invoices

### **Requirements**

- 2-3 years of relevant experience, fresh graduates with dynamic and mature personality
- Knowledge of data analysis
- Proficient user of MS Office, Excel, Words, Outlook
- Leadership and organizational abilities
- Excellent interpersonal and communication skills
- Fluent in English, any other languages is a plus

## EVEREST SERVICED OFFICES LIMITED

Everest Spaces offers the finest Serviced Offices that are fully furnished with all necessary facilities and backed by the best technology infrastructure needed for your business. The latest addition to the location is a brand new centre on the 23rd floor of Island Beverley Building in Causeway Bay. Everest Spaces have two offices in Central and one in Tsim Sha Tsui. The Causeway Bay location is the latest addition to our portfolio of prime corporate locations that Hong Kong has to offer. Like all its' centres, the new office in Causeway Bay is also in a prominent location right above the E exit of the MTR and just opposite SOGO. Enjoy high speed internet connectivity, modern interior fit-outs, best city and harbour view and facilities offered by professionally skilled support staff. When it is a matter of business credibility, choose the best service provider!

<https://www.everestspaces.com/>

Our client, a serviced office company, is looking for a Sales and Marketing Executive.

Job duties and requirements:

- Develop and prospect clients for the serviced offices
- Develop business networks through various events, cocktail events, conference etc.
- Experience in B2B sales is an advantage but not mandatory
- Dynamic mindset, potential to grow with the company
- Fluent in Cantonese, Mandarin and English
- Ability to work in a high pressure and competitive environment