

1. Account Executive

Responsibilities:

- Generate business by identifying, developing new customers and new projects
- To support the tactical day-to-day sales operations, handling sales inquiries and quotation, order follow-up, problem solving and customer relationship management
- Prepare weekly / monthly sales reports
- Assist to develop the strategies of prospection and promotion
- Drive sales results through developing new customers and retention of existing customers.
- Identify and acquire new sales opportunities

Requirements:

- Diploma or above
- Fresh graduates are welcome
- Strong verbal and written communication skills in English; verbal fluency in Cantonese is essential
- Customer service oriented, reliable and self-motivated
- Strong organizational and time management skills, detail oriented
- Proactive, positive thinking, analytical, presentable with good interpersonal skills

Career Level: Entry Level

Qualification: Non-Degree Tertiary

Industry: Information Technology

Job Function

Sales, CS & Business Devpt > Retail Sales

Sales, CS & Business Devpt > Sales - Sales Management

Location: Kowloon Bay

Salary: Base salary + high commission

Employment Type: Full Time

Benefits:

On-the-Job Training

Education allowance

Performance bonus

Transportation allowance

Travel allowance

Birthday leave

Annual leave

2. Analyst Programmer (System)

Responsibilities:

- Work closely with system analyst to propose technically possible solution;
- Communicate with our China production team for manage development items

Requirement:

- Diploma holder in Computer Science or IT related discipline or above
- At least 1 years experience in application software design or development
- Knowledge in handling multiple programming language:
 - Web Application
 - HTML and CSS (Javascript, jQuery is a plus)
 - Experience in .net - Database
 - MSSQL
- Knowledge in responsive and adaptive web development
- Experience in server control / setting will be advantage
- Experience of working in sharepoint , Workflow in will be preferred

Career Level: Entry Level

Yr(s) of Exp: 1 year

Qualification: Non-Degree Tertiary

Industry: Information Technology

Job Function:

Information Technology (IT) > Product Management / Business Analyst

Information Technology (IT) > Software Development

Information Technology (IT) > Network & System

Location: Kowloon Bay

Salary: Salary negotiable

Employment Type: Full Time

Benefits:

On-the-Job Training

Education allowance

Performance bonus

Transportation allowance

Travel allowance

Birthday leave

3. Sales coordinator

Responsibilities:

- Perform data entry job and validate corresponding data input using Excel
- Prepare reports, calculation of cost
- Assist in preparing Sales documents (issue Invoice / Quotation & POetc.)
- To work closely with the sales person to maintain and develop a high standard of customer service to customers
- General clerical support to sales & marketing department
- Ad hoc. Projects as assigned

Requirements:

- Fresh graduates are welcome
- Self-initiative team player and willing to work under pressure
- Working location: Kowloon bay

Career Level: Entry Level

Yr(s) of Exp: N/A

Qualification: Non-Degree Tertiary

Industry: Information Technology

Job Function:

Admin & HR > Clerical / Admin Staff

Information Technology (IT) > Support

Information Technology (IT) > Others

Location: Kowloon Bay

Salary: Salary negotiable

Employment Type: Full Time, Permanent

Others: Recent Graduate will be considered

Benefits:

On-the-Job Training

Education allowance

Performance bonus

Transportation allowance

Travel allowance

Birthday leave

Annual Leave

4. Deskside Support Engineer

Responsibilities:

- Handle Tier 1 help desk tickets / escalations through tickets or phone
- Follow up on outstanding requests and ensure timely resolution
- Create accounts and configure hardware as part of on-boarding process
- Manage and monitor internal assets to ensure accurate inventory records
- Desktop Support, setup and configuration
- Other duties may be added and/or assigned as needed

Requirements:

- Diploma / Certificate in Computer Studies or equivalent
- At least 1 year relevant working experience
- Have a strong technical knowledge in Windows XP, 7, 2008 R2
- MCP / MCSE / MCITP holder preferred
- Implementation of new projects
- Good interpersonal skills, initiative, work independently

5. Sales & Marketing Trainee

To provide a better development for new Trainee, guidance from experienced mentor will be given to each Trainee. We are looking forward to help building your professionalism and selling skills. It's an opportunity to gain high profile exposure.

TRAINING EXPOSURE

1. Provide daily training (one-one-one, triangular training and group trainings)
2. Quarterly sales/events and customer service trainings
3. Communications and presentation skills Training

Responsibilities:

- Generate business by identifying, developing new customers and new projects
- Handling sales inquiries and quotation, order follow-up
- Maintain and manage good relationship with customer
- Drive sales results through developing new customers and retention of existing customers.
- To monitor and evaluate the actual sales performance against target and develop tactical promotion to achieve sales target

Requirement:

- Customer-oriented, teamwork spirit and outgoing characters are preferred
- Fresh Graduate are also welcome
- Can communicate in Cantonese, Mandarin and English
- Motivated, hard-working, independent
- Proficient in computer applications including Microsoft Word, Excel, PowerPoint
- Strong organizational and time management skills, detail-oriented

Rewards:

- Base salary + Competitive Incentive Scheme
- Transportation allowance
- Education allowance
- Friendly working environment
- Generous Allowances, celebrations, rewards, vouchers
- Exceptional career prospect and opportunity to grow into becoming Sales team-leader.
- Excellent career path