

AIR OPERATIONS

1. Assistant

Tsuen Wan / Chek Lap Kok

Major Responsibilities:

- Perform a variety of tasks to provide operation and documentation support for the team
- Ensure accurate and on time processing of all data entry and issuance of documents
- Submit airway bill information to related airline on time
- Prepare all necessary documents for redemption of airline's original documents
- Receive and respond to overseas inquiries
- Handle daily communications with overseas offices for all operations and profit sharing issues
- Coordinate with warehouse for unloading and deconsolidation instructions

2. Assistant (Customer Service)

Tsuen Wan

Major Responsibilities:

- Handle daily bookings / shipments / pre-alerts and export declaration
- Assist in system update and generation of reports
- Handle customers' general enquiries and any follow-ups on customers' service requirement
- Provide general support and assistance to the team

BUSINESS DEVELOPMENT

1. Inside Sales Executive

Cheung Sha Wan

Major Responsibilities:

- Achieve sales target by exploring and developing customer's need in their logistics functions/supply chain solutions; understanding customers' business models and providing one stop supply chain solution through telesales activities
- Focus on growing small to medium customer segment within the set revenue band or defined customer or industry segment
- Identify and develop new sales opportunities through indoor selling
- Handle customer's enquiries skillfully and professionally
- Coordinate post-sales activities in a professional and proactive manner

CUSTOMER SERVICE CENTRE

1. Call Center Representative

Cheung Sha Wan

Major Responsibilities:

- Handle customer enquiries/orders and assist in shipment tracing
- Back up for support function in customer service department

FINANCE & ACCOUNTING

1. Assistant

Cheung Sha Wan

Major Responsibilities:

- Monitor invoices accuracy, trend review & follow up billing adjustment for all shipments
- Follow up the operations issues with related parties
- Review the balance sheet reconciliation and follow up the aged items
- Prepare the weekly / monthly reports and provide explanation
- Coordinate with outsource F&A team in China on accounting issues
- Prepare other ad-hoc reporting and business plan

HUMAN RESOURCES

1. Assistant

Cheung Sha Wan

Major Responsibilities:

- Be responsible for maintenance of employee information system and employee personal files
- Provide administrative support to HR team with focus on Compensation and Benefit team
- Deliver all rounded C&B HR functions, including payroll, pension enrollment, medical enrollment, staff movement, leave management etc.
- Provide accurate data and statistic periodically in complying timely HR reports for management review
- Responsible for assisting in recruitment and selection process and other follow up administration
- Assist to draft, develop and implement HR policies and procedures in compliance with company requirements
- Perform ad hoc HR functions and projects

INDUSTRIAL ENGINEERING

1. Assistant

Cheung Sha Wan

Major Responsibilities:

- Develops and improves procedures and standards
- Implements corporate compliance programs
- Coordinates facility maintenance
- Coordinates facility modifications
- Supports requests for appropriations processes
- Work with vendors to coordinate maintenance tasks, and ensure normal operation functionality
- Provide administrative support for IE Department and Division Manager
- Assist in any other ad hoc projects

MARKETING

1. Assistant

Cheung Sha Wan

Major Responsibilities:

- Compile relevant data for inclusion in presentations to explain findings and use various communications tools to share information with stakeholders
- Proactively address stakeholder concerns to facilitate understanding of any risks and benefits associated with the project
- Monitor and analyze competitors' movement in the markets
- Provide performance tracking and reporting
- Ad hoc projects as required