



To: All Participants

**Yamato Logistics (HK) Ltd.** (<http://www.yamatohk.com.hk/> <http://hk.ta-q-bin.com>) is a member of the Yamato Group led by Yamato Holdings Co. Ltd., one of the Japan's *largest* logistics companies.

Established in 1982 as Yamato International Logistics (HK) Ltd., Yamato Hong Kong has been expanding its business mainly on warehouse and forwarding services ever since. In 2011, Yamato Transport (HK) Ltd. was set up to start the very first high quality delivery service TA-Q-BIN in town. Through developing the most representative service - 'Cool TA-Q-BIN' which controls the product at certain temperature during delivery and Time Zone delivery service which prioritizes the convenience of the receivers who want to get their parcels as they prefer, the company strives to introduce simpler and more convenient life to the people. In 2016, the forwarding, warehouse and TA-Q-BIN delivery business in Hong Kong were combined under one company to offer one-stop logistics solutions. With the extensive Yamato global network and over 30 years of experience in Hong Kong, Yamato Logistics (HK) Ltd. is committed to continually offer optimum supply chain solutions and innovative logistics services to customers.

### **Job Specification**

For **Management Trainee**, we are looking for the person with the expectation to proceed to the management position and act as a core of our company.

In a designated Management Trainee programme with two-year basis, you will learn the company policy through experiencing different basic tasks. Further learning process in depth will then follow to analyze the significant information (including profit and loss statement, cost simulation, the indicators for quality, personnel statistics, and sales tendency etc.) in each section.

- As a special arrangement, General Manager would have interviews with Management Trainees to check the progress of their career development every six months in the first two years, in order to review the content of training progress and consider the appropriate position after finishing the programme.
- Career progression is completely based on performance, i.e. the results of efforts. We expect you to be promoted to the management position after several years.



Which section you will work for is based on your expectation and ability.

- **Sales & Marketing**

Planning new products and services aligned with regional characteristics including Japan and overseas.

- **Human Resources/ Training and Recruitment**

Preparing recruitment plan and organizing training for Yamato's most important resource - our "employee".

- **Quality Control**

Quality of TA-Q-BIN is derived from "handle with care" and strict observance of delivery time and attitude of our delivery staff.

- **Operations**

Preparing the most suitable plan for parcels delivery, including the time-zone service and Cool TA-Q-BIN, by calculating the quantities of shipment and analyzing current operations system.

**Qualifications:**

- All faculties
- Bachelor degree
- Person who would like to work in Yamato Hong Kong
- Good command of both spoken and written English and Chinese
- Proficiency in spoken and written Japanese is preferred but not a must

**Application Method:**

Interested parties please send CV with cover letter to [yamato.recruit@ta-q-bin.com.hk](mailto:yamato.recruit@ta-q-bin.com.hk) and attend our recruitment talk.

Suitable candidates would be invited to the first Interview in Late March/ April.

Details of the final interview would be informed to the shortlisted candidates.

\* If you are interested in our company and hope to know more, we can arrange the **on-site visit to our courier centre** to show our facilities or **other workshops** which broaden your understanding about us. Schedule can be arranged flexibly according to your offer.