

## Graduate Trainee

Our Graduate Trainee program is specially designed for undergraduates / fresh graduates, providing talents with an immediate exposure that will help to build their professional skills and develop overall industry expertise. It offers a good opportunity for pursuing a long-term career in the company or industry after completion.

### Requirements:

Undergraduate or above in any discipline

Good team player with strong organizational, communication and interpersonal skills

Independent, able to work under pressure and solve problems with an analytical mind

Self-motivated and adaptable to change

Proficiency in written and spoken English, Mandarin and Cantonese

## Business Assistant

### Key Responsibilities:

Responsible for organizing and uploading files into internal systems

Assist Solution Managers in internal data collection and data analysis

Responsible for network resourcing checking by requests input into internal CRM System and BSS system

Assist the reception preparation work in customer demo room for our customers

Responsible for the internal training and meeting arrangements

Handle ad hoc administrations and department activities

### Requirements:

Degree or above in Computer Science, Engineering or Business Management

Excellent interpersonal & organization skills with strong knowledge in implementation

Positive attitude, proactive, results-oriented with high integrity

Good command of both spoken and written English and Chinese. Fluency in English, Cantonese/Mandarin is a prerequisite for this role

## Sales Administration Assistant

### Key responsibilities:

Handle sales orders entry and review

Cooperate with multi-department to enhance and improve working process in order to promote the completion of orders

Handle other ad hoc administrations and customer projects and activities

### Requirements:

Bachelor degree holder or above

Able to work under pressure

Proficiency in both written and spoken English and Cantonese, and fluent in Mandarin