

Emperor Group Vacancies

Executive Trainee Program



信
Trust

善
Kind

藝
Aesthetic

誠
Sincere

美
Beauty

Established in 1942, Emperor Group started as a small watch retail shop. Over the past decades, we have grown and expanded into a conglomerate of diversified businesses that includes financial services, property, watch & jewellery, entertainment, hospitality, media, furniture & furnishing, food & beverage, eSports as well as co-working space, with six companies listed on the Main Board of the Hong Kong Stock Exchange. Embracing the mission "From the community, To the community", the Group actively fulfills our corporate social responsibilities, with two charitable foundations to organize a variety of charity and personal well-being activities, in which all staff members are highly encouraged to participate. We all join forces to become better global citizens, both as individuals and members of the Group.

Executive Trainee Program

To support the growth of our businesses, an Executive Trainee Program has been designed to cultivate bright, potential and young calibers who can be fast tracked to the managerial levels for the business.

Successful talent will be assigned to work in the business unit as deem match mutually, and will be provided job rotation, chance to cross train in various departments and locations (e.g. Mainland China) in order to set on solid grounding in relevant industry knowledge, developing skills for a foundation that is desirable for their future career development with us.

WHO WE ARE LOOKING FOR ?

- University graduates in any discipline, with 1 to 2 years' working experience; or
- Fresh graduates with master degree
- Excellent communications skills (spoken & written) in both English & Chinese. Native Putonghua is an advantage
- Good interpersonal and analytical skills
- Dynamic, self-motivated, energetic and have strong market sense



- E**mployer of choice
- M**aking a difference
- P**romising future
- E**verlasting career development
- R**ealizing your potential
- O**pportunities for advancement
- R**eshaping your life



Please indicate your preferred business when applying :

Group Departments (e.g. F&A, HR)	www.EmperorGroup.com
Financial Services	www.empfc.com
Property Investment & Development	www.EmperorInt.com
Watch & Jewellery	www.EmperorWatchJewellery.com
Entertainment	www.eeg.zone
Motion Pictures	www.emp.hk
Hospitality	www.EmperorHotelsGroup.com
Ulferts Furniture	www.ulferts.com.hk

Application method :

By email : recruitment@EmperorGroup.com
By fax : 2835 6677

Find out more:-



Emperor Group Vacancies

總經辦助理

工作職責:

- 協助總經理處理日常行政及管理事務，包括執行、協調及輔助
- 安排總經理外訪的接待及會議行程
- 協調國內部門主管及其他業務的聯繫
- 熟悉與掌握公司情況，尤其國內，並及時向總經理反映及提出意見
- 能獨立處理被分派工作的實施及作出適時匯報
- 完成總經理交辦的其他任務

工作要求:

- 母語為普通話
- 本科或以上
- 能獨立處理中、英文書
- 知識素養高，知識面廣
- 具備較強的交往及溝通能力
- 嚴謹細緻，思路清晰
- 良好組織、協調能力

We offer **5-day-work** week with competitive remuneration and benefit packages to the right candidate. Interested parties please send your application letter, resume, expected salary and availability to Human Resources Department, 28/F, Emperor Group Centre, 288 Hennessy Road, Wan Chai, Hong Kong or by email to recruitment@EmperorGroup.com or by fax 2835-6677.

We are an equal opportunity employer and welcome applications from all qualified candidates. The information provided will be treated in strict confidence and be used only for consideration of your application for relevant / similar posts within the Emperor Group. Applicants not hearing from us within four weeks from the date of advertisement may consider their applications unsuccessful. We retain the unsuccessful applications for a maximum period of 24 months.

Emperor Group Vacancies

Sales Officer

Responsibilities

- Carry out duties as pertaining to sales & leasing activities
- Manage the sales office / showflats and arrange appointments for prospective buyers
- Accompany clients during visit, advising them on the suitability and value of the flat
- Provide property information and introduce property listings to clients
- Ensure documentation and records are in order and in compliance with the necessary procedures and policies
- Assist in preparing legal documents and deal with handover matters
- Maintain good relationship with property agencies
- Handle enquiries and complaints

Requirements

- Diploma holder with minimum 1 year working experience
- Fresh graduates will be considered
- Customer-oriented, self motivated, dedicated, pro-active and outgoing
- Excellent communication and interpersonal skills
- Good command of spoken English and Cantonese, Putonghua will be an advantage
- Work on weekends and public holidays / shift is required

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Emperor Group Vacancies

Compliance Assistant

Responsibilities

- Provide support in all compliance function to ensure full compliance with regulatory requirements
- Perform and review regular & ad hoc compliance checking
- Assist in the implementation of compliance projects
- Handle account opening matters, SFC enquires and conducts related investigations

Requirements

- Diploma holder with 1 - 2 years relevant experience gained in brokerage firm, banking and finance industry
- Have strong sense of responsibility and able to work independently
- Good communication and willing to learn
- Good command of written and spoken English and Chinese

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Emperor Group Vacancies

Customer Service Officer

Responsibilities

- Handle set-up of new accounts opening
- Provide quality customer services and respond to client's enquiries and solve trade related problems
- Provide market information to customers
- Maintain good relationship with clients
- Provide daily administrative and marketing supports
- Participate in ad hoc assignments

Requirements

- Degree holder in Financial Services, Economics or related disciplines
- With customer service experience is a plus
- Holder of SFC Representative License of Type 1 & 2 is an advantage
- Good interpersonal skills, proactive and customer-oriented
- Good command of spoken English and Chinese including Putonghua

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Emperor Group Vacancies

Junior Secretary

Responsibilities

- Provide secretarial & administrative support to the Business Analysis department including preparation of correspondences, reports and presentation materials
- Manage and assist in all projects assigned with professional manner & judgment
- Liaise with internal and external parties on business issues to maintain business networks & relationship
- Organize and coordinate meetings, business conferences, events and travel arrangement
- Assist in ad-hoc projects as assigned

Requirements

- Diploma in business administration, financial or related disciplines
- Good in spoken and written English, Cantonese and Mandarin
- Proactive with good communication & interpersonal skills
- Detail oriented and well organized
- Good command in MS Word, Excel, PowerPoint and Chinese Word processing

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Emperor Group Vacancies

Communications Executive

Responsibilities

- Assist in planning, organizing and executing PR, marketing activities and event management
- Manage and co-ordinate the brand's advertising and marketing materials, media platforms including website content, social networking sites and other digital media platforms
- Maximize media exposure through preparation and distribution of press releases, handling of media enquiries
- Conduct research and analyze data to identify and define audience and assist in preparing reports and proposal
- Prepare and coordinate copy-writing and creative messaging

Requirements

- Degree holder in PR / Communications / Marketing or related disciplines
- 1 years of related working experience, preferably in marketing, events / media industry, brand management
- Working experience in PR / Event management / Media / Digital Marketing is preferred
- Proactive, efficient, independent and detail-minded
- Outgoing personality, passionate, pro-active and self-motivated
- Excellent command of English and Chinese, both spoken and written
- Able to work under pressure and tight deadlines

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Emperor Group Vacancies

Senior Communications Executive - CSR

Responsibilities

- Establish and maintain effective networks with local and mainland business chambers, commercial associations and charitable organizations
- Assist in planning and organizing seminars and networking activities, including but not limited to managing event logistics and invitation, liaising with sponsors and other divisions, as well as performing budget control
- Provide editorial and design support on print and online marketing materials
- Manage corporate website and social media platforms
- Attend events and ceremony on behalf of the Group and industry associations
- Help out as needed on ad hoc projects and events

Requirements

- Holder of Bachelor's degree with at least 3 years' relevant experience in public affairs, non-profit organization and/or event management
- Extensive knowledge of public affairs relevant to the work of business and non-profit organization
- Mainland background is preferable
- Developed good relationship with Hong Kong – Mainland interrelated youth organizations
- Strong sense of responsibility and high level of self-motivation
- Ability to work both independently and under pressure
- Excellent command of written and spoken of Cantonese, English and Mandarin
- Proficiency in Microsoft Office Suite
- Familiarity with multimedia applications such as video editing and graphic design would be an advantage but not a must

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Emperor Group Vacancies

Software Engineer / Programmer

Responsibilities

- Participate in Forex and Bullion financial applications analysis, design and development
- Responsible for system maintenance to ensure systems reliability
- Provide system support on user enquiries and production problems
- Co-ordinate user acceptance test with internal users to ensure deliverables quality and meet requirements
- Perform unit testing with team members
- Able to work with minimal supervision and under pressure

Requirements

- Degree holder in Computer Science/Information Technology or related discipline
- Hands on experience in HTML5, JSON,C#, ASP.net, MVC or WinForms application
- Experience in either MS SQL or MySQL
- Experience of working on large scale, real-time systems with high throughput and low latency would be an advantage
- Knowledge in JAVA, C++ or PHP will be an advantage
- Proficient in Multi-Threading and Socket Programming will be an advantage
- Good analytical and problem solving skills
- Able to prioritize and manage time with the ability of multi-tasking
- Strong command of English and Chinese, both spoken and written

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Emperor Group Vacancies

Operations Support Assistant

Responsibilities

- Maintain good relationship and communicate with staff from outside and different departments
- Perform administrative duties such as contract processing, coordination etc.
- Assist in the development progress of new business projects
- Assist in monitoring services delivered to clients, record feedback and deliver improvement proposals and reports
- Review related agreements or website contents from time to time to revise any updates
- Involve in marketing activities, e.g. collecting marketing suggestions from CS or other parties to summarize and pass to marketing department

Requirements

- Higher Diploma or above in relevant discipline
- Mainland background is preferred
- Strong written and verbal communication and presentation skills
- Fluent in Cantonese, Mandarin and English
- Detail minded and with the ability of multi-tasking

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Emperor Group Vacancies

Senior Business Analyst / Business Analyst

Responsibilities

- Capture and analyze user requirements, design & documentation of functional specifications, and provide recommendations on implementations
- Work with vendor for feasibility assessment
- Develop and maintain project plans that communicate tasks, status, and delivery dates
- Provide daily system support to business unit
- Work directly and closely with different business units and vendors

Requirements

- Degree holder in Business Administration, Finance, Information Technology or relevant disciplines
- Minimum 1 year of relevant experience in business process and workflow improvements
- Strong sense of responsibility, ability to work independently and efficiently
- Excellent communication, interpersonal, problem-solving and analytical skills
- Fluent in Cantonese, Mandarin and English; Good reporting writing skill in English is required
- Experience in QA or UAT will be an advantage
- Experience in Finance Industry and Financial Trading Platform (e.g. MT4) will be an advantage
- Candidate with more experience will be considered as Senior Business Analyst

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Emperor Group Vacancies

Senior Marketing Communications Executive

Responsibilities

- Execute marketing strategies to deliver a positive impact on brand recognition and awareness across multiple channels
- Support manager in developing and executing marketing strategy to build brand awareness
- Engage and work with PR, creative and design agencies for marketing activities
- Conduct competitor's analysis, market research and market intelligence collection
- Work closely with internal and external parties to assist in all kinds of events, including expo, seminars, promotional activities
- Timely update and maintenance of website
- Provide administrative support and maintain effective communication with external and internal parties
- Assist in ad-hoc projects as assigned

Requirements

- Bachelor degree in Marketing or related disciplines
- 3 years of experience or above in marketing or brand management
- Excellent command in both written and spoken English and Chinese
- Proactive and attention to details
- A team player with strong organizational and interpersonal skill

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Emperor Group Vacancies

Legal Officer

Responsibilities

- Draft and review agreements and documentations in the cinema industry, including tenancy agreements, construction agreements , non-disclosure agreements and other commercial agreements, with emphasis on mainland China
- Conduct legal research and provide legal and compliance support to commercial and business teams
- Handle translation of legal documents as well as company correspondences
- Assist in supporting legal service for ad hoc projects as required

Requirements

- Bachelor of Laws Degree holder in PRC, HK or other commonwealth jurisdictions
- General PRC law knowledge is a must
- At least 1 years commercial experience in law firm or in-house legal department
- Excellent command of written and spoken English & Chinese (Mandarin is a must)
- Good drafting skills and communication skills
- Proactive, self-motivated, independent, detailed-minded and able to work under pressure
- Entertainment and media or real estate industry experience is an advantage but not a must

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Emperor Group Vacancies

Cinema Service Ambassador (Part-time)

Responsibilities

- Greet our guests when they arrive at the cinema
- Provide high quality service to guests while staying alert to their needs
- Handle guest enquirers and concerns promptly and with courtesy
- Sell and collect admission tickets
- Sell and promote cinema merchandises and membership
- Tidy up the cinema after shows and ensure in good order before shows start
- Show and guide guests to their seats and cinema facilities
- Perform ad-hoc duties as assigned by the superior

Requirements

- DSE or above
- Good command of English, Cantonese and Mandarin
- Eager to learn and a good team player
- Hardworking and willing to take up responsibilities
- Good communication and interpersonal skills
- Multi-tasking and ability to work under pressure
- Shift-duty, irregular working hours and work on Saturdays, Sundays & Public Holidays are required

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Emperor Group Vacancies

Sales Trainee Program



Who we are?

In pursuit of excellence, endeavouring to reach perfection

Emperor Watch and Jewellery is internationally acclaimed as a retailer of the world's most prestigious timepieces and a manufacturer of trendy, sophisticated jewellery. A solid foundation for the firm was laid with Mr. Yeung Shing's founding of Shing On Kee Watch Shop in 1942. For over half a century, Emperor Watch and Jewellery has undertaken a determined pursuit of excellence. This commitment serves as a guarantee for the quality of products and services it offers. To support our business expansion, we are now inviting high caliber individual to join us.

Sales Trainee

Who we are looking for?

- University fresh graduate in any discipline
- University graduate with working experience are also welcome
- Passionate for long-term career development in Jewellery / Watch retail business
- Mature, good interpersonal skills, outgoing, self-motivated and good time management
- Positive mindset with good customer service sense
- Able to work independently with strong sense of responsibility
- Good command of written and spoken English, Cantonese and Mandarin

Application method

Interested candidates please send your applications letter, resume, expected salary and availability to Human Resources Department, 25/F, Emperor Group Centre, 288 Hennessy Road, Wanchai, Hong Kong or by email to ewjrecruitment02@emperorgroup.com or by fax 2919 2955.

For enquiry, please contact Mr. Lam at 2836 2453

Emperor Group Vacancies

Front Office Agent

Responsibilities

- Perform all check-in and check-out tasks
- Manage on daily online and phone reservations
- Welcome guests upon their arrival and assign rooms
- Respond to guest complaints in a timely and professional manner
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished

Requirements

- Diploma or above in Hospitality Management or relevant discipline
- Previous experience in customer service is an asset
- Responsible, reliable, self-motivated, hardworking and able to work independently
- Excellent interpersonal & communication skills
- Proficient in English, Cantonese and Putonghua
- Able to work on shift duty
- Fresh Graduates are also welcomed

Interested parties please send your application letter, resume, current and expected salary, and availability to Human Resources Department, 46-48 Morrison Hill Road, Causeway Bay, Hong Kong or by email to hr-hk@emperorhg.com or by fax to 3610-0050.

We are an equal opportunity employer & welcome applications from all qualified candidates. The information provided will be treated in strict confidence & be used only for consideration of your application for relevant / similar posts within the Emperor Hotels Group. Applicants not hearing from us within four weeks may consider their applications unsuccessful. We retain the unsuccessful applications for a maximum period of 24 months.

Emperor Group Vacancies

Concierge Officer

Responsibilities

- Greet all guests in the lobby in a warm and professional manner as well as recognize all returning and VIP guests
- Handle enquiries and requests from all guests
- Store and retrieve luggage and other objects for guests
- Arrange transportation, provide local information and promote in-house facilities for guests

Requirements

- Diploma in hospitality management or related discipline
- Minimum 1 year relevant experience will be an advantage
- Responsible, reliable, self-motivated, hardworking and able to work independently
- Good interpersonal and communication skills
- Good command of spoken English, Cantonese and Putonghua
- Able to work on shift duty
- Fresh Graduates are also welcomed

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Emperor Group Vacancies

Assistant Video Producer

Responsibilities

- Excellent editing skills, with an understanding of requirement for creating shareable content
- Own video projects from concept to execution : Brainstorm, storyboard, shoot and edit video content
- Proficient with using video cameras to shoot footage as well as setting up equipment such as lighting, sound system, props or backdrops

Requirements

- Degree holder in any disciplines, preferably in TV production / Mass Communications
- Unlimited creativity and imagination
- Excellent interpersonal, written and visual communication skills, Detail minded
- Knowledge of social media
- Ability to work flexible hours, under tight deadline pressure
- Fresh graduate will also be considered

We offer **5-day-work** week with competitive remuneration and benefit packages to the right candidate. Interested parties please send your application letter, resume, expected salary and availability to Human Resources Department, 9/F, New Media Tower, No. 82 Hung To Road, Kwun Tong, Kowloon or by email to hr@nmg.com.hk.

We are an equal opportunity employer and welcome applications from all qualified candidates. The information provided will be treated in strict confidence and be used only for consideration of your application for relevant / similar posts within the New Media Group. Applicants not hearing from us within four weeks from the date of advertisement may consider their applications unsuccessful. We retain the unsuccessful applications for a maximum period of 24 months.

Emperor Group Vacancies

UX Designer

Responsibilities

- Conceive and conduct user research and survey, and translate feedbacks into wireframes and prototypes.
- Understand the business needs and identify problems and devise elegant solutions
- Define and implement design parameters, style guideline, and UX documentation.
- Your work will involve both visual design and digital elements, including HTML production, interface design for both our online platforms (web / mobile), and also our internal system development
- Introduce new angles and ideas to project teams and the stakeholders, leveraging learning and ideas from previous projects and make decisions related to core features and functions.

Requirements

- 1+ years or above experience of UX/UI design
- Experience in multiple digital platforms (web, mobile) and understand limitations
- Highly organized with extreme attention to detail
- Good eye for aesthetics including layout, grid system, color usage and typography
- Flexible, multi-tasking, and able to deal with ambiguity and changes
- Be a good team player, meaning to be willing to help teammates and share knowledge with each other and grow as a team
- Be open to receiving feedback and constructive criticism
- Highly proficient in Sketch, Adobe Creative Suite, Invision, and Axure
- Knowledge in HTML5, XML, CSS, JavaScript will definitely be an advantage

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Emperor Group Vacancies

Training & Development Officer

Responsibilities

Trainee Program

- Responsible for trainee recruitment, via various channels, such as arranging campus recruitments, and actively explore effective ways to attract the candidates
- Assist to manage and maintain Interview's schedules, prepare all materials for interview, e.g. roster and rundown, written test etc, make sure the interview session runs smoothly
- Analyze data for campaign performance improvement

General Staff Training

- Arrange staff training, class scheduling, course enrollments and performance analysis
- Prepare and develop training procedure manual / guides / workflow and course materials
- Arrange training logistics, venue setup, records keeping and training notices
- Maintain and update all training materials for in-house course
- To be responsible for on boarding program for the new recruit and student internship program

Requirements

- Degree in Human Resources Management, Training and Development, Business Administration or related disciplines
- At least 1 year working experience
- Good presentation and communication skills and interpersonal skills
- Good command of written and spoken English and Chinese
- Self-motivated showing strong sense of ownership, well-organized will to learn, and attentive to details
- Highly organized, attention to details and follow through execution
- Good excel skills and document preparation, familiar with MS word & Excel
- Able to handle multi-tasks and efficient
- With the sensitivity to people's skill and personality

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Emperor Group Vacancies

System Engineer

Responsibilities

- Perform Linux/Windows Server administration
- Deploy, Configuring and Managing server applications on LAMP/LNMP environment as well as Container Environment like Docker
- Responsible for basic system troubleshooting and tuning
- Co-ordinate project activities and discover user's needs to resolve technical problem
- Prepare and maintain technical documents

Requirements

- Diploma in Computer Science or related disciplines
- Minimum 2 yrs solid experience on Server administration
- Hands on experience in Infrastructure, Linux and Windows AD
- Knowledge in Cloud Platform and Linux Scripting is an advantage
- Experience in Kubernetes/Docker is a plus
- Hand on experience on running or management a project or with project management qualification is a plus
- Candidates with less experience will also be considered

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Emperor Group Vacancies

CS Editor

Responsibilities

- Responsible for daily management of CS content for social media platform
- Perform copywriting, editing and handling CS content for FB and IG feeds
- Good communication skills with customers
- Work closely with internal parties and sales team
- Handle various ad hoc projects under tight schedule independently

Requirements

- Bachelor degree holder
- Fresh graduated or 1-3 years' experience on lifestyle reporting and editing
- Digital and online knowledge
- Work under pressure, effective communication, curious
- Attention to details, hardworking, integrity, appetite for learning

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Emperor Group Vacancies

Digital Analytics Executive

Responsibilities

- Prepare weekly and monthly report on advertising effectiveness tracking, traffic analysis, social media analysis.
- FB and IG advertising: set up FB and IG advertising, boosting strategy, optimization, and also campaign analysis.
- Plan for facebook and search marketing campaigns (Google and Baidu) to drive traffic and marketing campaigns.
- SEM: Suggest and define keyword campaign testing strategies, manage the testing schedule, monitor and analyze specific keyword and campaign performance and drive the analytics and recommendations for further campaign optimization.
- Design advertising trial to find out effectiveness for different bidding methods, cost effectiveness by countries, or creative effectiveness, etc.
- Increase the efficiency, accuracy and quality of daily campaign management and deliverables.
- Site traffic analysis: Retrieve data from web analytics tools, conduct analysis and communicate insights.
- Prepare campaign performance reports from data collection to report compilation.
- Conduct regular behavioral analysis, profile reports & revenue tracking in various dimension

Requirements

- Good numerical sense and data analysis ability. Able to derive insight and actions from data.
- Advanced Excel/ Reporting skills including formula and pivot table.
- Experience on Facebook, IG, search marketing, or analytic tools including FB analytics, Google Analytics is an advantage.
- Ability to diagnose common SEO issues will be a plus.
- Good verbal / written communication skills.
- Degree in maths, statistics, marketing/social science research, or related discipline

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Emperor Group Vacancies

Digital Content Specialist

Responsibilities

- Write, coordinate and edit all contents for online media platforms
- Research 、 analyze and adapt to audience 、 platform & digital trends
- Initiate and Implement social media content strategies
- Ensuring that contents are done according to KPI, effectively serving the role for why they are produced

Requirements

- Bachelor degree holder, freshly graduated or 1-2 years' experience on Digital field
- Passionate in digital is a MUST
- Self-motivated, creative, organized, detail oriented, and deadline-driven
- Ability to analyze and learn from reporting data and insights
- Good sense of current and emerging trends in the social media landscape
- Solid content judgment and innovative storytelling
- Team player with a small ego who's always ready to get their hands dirty

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Emperor Group Vacancies

Executive (Strategic Creative Team)

Responsibilities

- Collect and keep track of the data on client project proposals
- Prepare the data analysis of client project proposals
- Research for client advertising campaign proposals
- Follow up on sales leads and prepare advertising proposals
- Work with teammate to brainstorm creative idea

Requirements

- University graduate
- Fresh graduated or 1 year working experience
- Familiar with digital advertising and social channels
- Experience in digital advertising projects, or digital media will be an advantage
- Good communications skills in both English and Chinese, best if you are a good story teller
- Self-motivated showing strong sense of ownership and able to work under pressure
- Good excel skills and data analysis skills
- Well-organized, attention to details and follow through execution

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Emperor Group Vacancies

Senior Sales Executive / Sales Executive, Media

Advertising

Responsibilities

- Develop sales strategies to achieve sales target
- Source potential clients and create a call list
- Promote digital advertising packages to clients by telephone call (i.e. cold call is required)
- Ensure client's satisfaction, develop and maintain client's relationships through telephone
- Provide excellent customer services to clients
- Follow up with clients after the call

Requirements

- Diploma or above
- Experience in media industry and/or dining industry sales is highly preferred
- Experience in telesales is a plus
- Interest in developing one's career in digital advertising industry
- Willing to learn, self-motivated, able to work independently and under pressure
- Confident, aggressive and presentable is a must
- Good communication and telephone handling skills
- Fluent in Cantonese, basic in English and Mandarin
- Candidates with F.7 qualification and/or less experience will be considered for the position of Sales Executive

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Emperor Group Vacancies

Project Executive (Influencer)

Responsibilities

- Research and execute on venue selection, collateral and event logistics to execute strategies for retention and acquisition
- Provide direction to all influencers and helpers during the event
- Build relationship with community members, strive to make meaningful connections through providing training and innovative activities
- Draft and send announcement messages through social media platforms
- Analyze KOL/Influencer/IG figures about marketing trends, phenomenon and marketing event
- Work with Project Manager, Provide figures and insight about advertising industry
- Coordinate with influencer network participants so as to ensure the project delivered on time

Requirements

- Bachelor degree holder
- Strong oral and written communication skills; solid interpersonal and organizational skills including problem solving
- Ability to work well with influencer, members and the general public; effectively and enthusiastically deliver membership information
- Ability to address duties with initiative, accuracy, and attention to detail; sort multiple priorities and response to the needs under a fast-paced work environment
- Conscientious and flexible team player; be punctual, honest and reliable

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