

## **Logistics Officer**

### **Responsibilities:**

- Work with Inventory Planning team to arrange shipping documentations and import customs clearance.
- Monitor the inventory level to ensure consistency between physical stock and book records.
- Monitor the performance of delivery vendors/courier.
- Monitor 3PL on the daily warehouse operations to ensure that inventory storage and distribution are running smoothly.
- Coordinate with Event and Marketing and Forecasting teams to provide logistics support.
- Verify vendor billings, check payment requests and submit for approval.
- Handle ad-hoc duties as required.

### **Requirements:**

- Bachelor's degree in Logistics/Supply Chain Management or related disciplines.
- 1-year relevant experience, preferably in logistics or warehouse or courier industry.
- Fresh graduate with good attitudes is also welcome
- Proficient in MS office applications, Experience in SAP/ERP systems will be an added advantage.
- Good analytical, coordination and communication skills, able to work under pressure to meet deadlines.
- Good command of spoken and written English and Chinese including Mandarin.

**Internal Title: Logistics and Planning Specialist**

## Marketing Officer

### Responsibilities:

- Develop local product launch plan for pharmaceutical line.
- Review and evaluate effectiveness of product launch programs.
- Conceive and develop efficient and intuitive marketing strategies.
- Carry out research and analysis, including market, portfolio and sales performance data.
- Inventory management.
- Write and edit documents including external communications, promotional materials and online content.

### Requirements:

- Bachelor degree or above, preferable in marketing/statistics related.
- 1-2 years or above work experience, preferable in marketing branch.
- Good command of spoken and written English and Chinese including Mandarin.
- Strong analytical and numeracy skills, a detailed knowledge of statistics.
- Strong IT literacy, including MS Office (especially Excel).
- Creative with strong commercial awareness.
- Good organisational and time-management abilities.
- Fresh graduate with good attitudes is also welcome.

### Internal Title: Product Marketing Specialist

We offer 5 days work, excellent career prospects with on/off-the-job trainings, competitive remuneration and fringe benefits including incentive bonus & annual performance bonus, medical benefits, life & accidental insurance, annual leave and product allowance. If you are ready for a new challenge in your career, please submit your application with expected salary to .

ALL PERSONAL INFORMATION WE COLLECTED IS FOR THE PURPOSE OF RECRUITMENT ONLY

Please visit [www.nuskin.com](http://www.nuskin.com) to find out more about us!

## **Legal Internship**

### **Responsibilities:**

- Responsible for taking care of legal research and file management such as maintaining a library for our precedents, research and legal update, etc.
- Assist company secretarial matters and contracts management;
- Provide legal support to daily operation of the legal team in Hong Kong office;
- Assist in processing of legal documents;
- Conduct legal audit on social media platform;
- Simple translation and proof reading; and
- Other projects assigned by superiors.

### **Requirements:**

- Current LLB student or equivalent;
- Excellent communication and analysis skills,
- Self-initiative and detail-minded;
- Proficient in MS Office and Chinese word processing;
- Good command of spoken and written English and Chinese including Mandarin.

## **Part Time Marketing Assistant (Product Education)**

### **Duties and Responsibilities:**

- Perform demonstration of product usage throughout in-services training
- Assist and implement online training program
- Assist to develop education materials and localization of new launched products
- Assist training manager to plan, organize and implement local mega events with other departments
- Handle product inquiries
- Support in ad hoc assignment when necessary

### **Qualifications and Requirements:**

- Bachelor degree in Business Administration, Nutritional or Marketing or related disciplines;
- Excellent communication and analysis skills,
- Self-initiative and detail-minded;
- Proficient in MS Office and Chinese word processing;
- Good command of spoken and written English and Chinese including Mandarin.
- Able to work 4 to 5 days per week (9:00 - 15:00)
- Location at Tin Hau

### **Application Method**

Interested students should send the application letter & CV by email [nshkjobs@nuskin.com](mailto:nshkjobs@nuskin.com) on or before **15 Feb 2019**