

Business Development Executive

Role Description

- Seek and secure new partnership with restaurants in Hong Kong
- Prepare sales and pitch materials for communicating with potential restaurant partners
- Represent foodpanda as a brand ambassador in negotiating terms and conditions with prospective restaurant partners
- Assist in marketing and promoting foodpanda across Hong Kong
- Scour the market to identify new partnership opportunities, assist in improving inventory in new and existing coverage regions

Desired Skills and Experience

- Fun, open and charismatic personality with willingness in take on new challenges
- Solid understanding of the food and beverage market in Hong Kong
- Exceptional interpersonal skills, able to communicate effectively in both English and Cantonese
- Attention to details with good problem solving and presentation skills
- Preferably candidates with less than 6 years' experience, fresh graduates are welcomed

What We Offer

- Medical Scheme from Day One
- Extensive Condition - A fun and energetic working environment
- Being part of a young team striving for excellence
- Steep learning curve in e-commerce & entrepreneurship
- Opportunities to participate in fun and exciting company events year-round
- Complimentary food and drinks in workplace
- Birthday Leave

Corporate Sales Executive

Corporate Sales Executive at foodpanda is the face of the company and an important asset in the team. As a passionate, sales driven individual you will work independently to bring onboard new corporate accounts to ensure the growth of our B2B business.

The primary role of Corporate Sales Executive is to increase the corporate portfolio engaging with new corporations and signing foodpanda as an official supplier or partner for their office food needs.

Role Description

- Identify new sales opportunities with Corporate clients
- Manage the Corporate Clients' demand with existing restaurant vendors
- Act as brand representative to present foodpanda corporate service to client
- Liaising with Account Managers on leading clients satisfaction
- Assist with general marketing activities including events, email campaigns and corporate client offers
- Support activities related to logistics operations

Desired Skills and Experience

The ideal candidate has a natural commercial awareness, understands the corporate world, and is highly methodical with a strong sense of customer service.

- Driven and hardworking individual with excellent attention to details
- Interest in food and restaurants
- Desire to progress within a fast-paced start-up environment
- A passion for the adoption of technology will be desired
- Degree or equivalent academic qualification
- Exceptional communication skills, proficient in both English and Cantonese, fluency in Mandarin would be a plus
- Experience in the professional services industry or in a corporate environment is a plus

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Accounting Clerk / Finance Executive

Role Description

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Assist in formulating internal control policies and procedures
- Perform department administrative tasks
- Perform ad hoc assignment

Desired Skills and Experience

- A bachelor's degree in Accounting & Finance / Economics / Business, or other related areas
- Detail-oriented and possess the ability in multi-tasking, both independently and as part of a team
- Self-motivated and with great follow through skills, able to work under pressure in a fast pace environment
- Excellent analytical, communication and interpersonal skills. Fluency in both English and Cantonese is mandatory
- Good knowledge of MS Office application, excellent command in Excel is highly preferable
- Familiarity with MYOB accounting system is an advantage
- Experience in food delivery / logistics and transportation industry is preferred
- Candidates with more experience will be considered as Finance Manager

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Operations Executive

Role Description

- Aligning with the Head of Operations on fleet management strategies;
- Continuously assessing and optimizing Operations processes, procedures and tools;
- Being available to provide support to any project within the Operations team:
- Recruitment, training and retention
- Fleet management
- Staffing strategies
- Equipment management
- Communicating with the local and global teams independently in order to facilitate the roll-out of new strategies and procedures;

Desired Skills and Experience

- Possess a positive, self-driven and team-oriented attitude and is always eager to learn new things
- Enjoy getting along with people from different backgrounds
- Able to motivate people and be a problem solver when encounter challenges
- Excellent communication and interpersonal skills, fluency in English
- Computer literacy
- Enjoy working as a team, representing the company in a positive way and committed in achieving company objectives and goals

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