

E-commerce Assistant:

Requirements:

- 0-1 year experience in e-commerce, web design or online marketing in retail industry is preferred; fresh graduates are welcome to apply
- Experience in content management system is an advantage
- Proficient with MS Office, Photoshop and internet technology
- Html is a plus
- Good written and verbal communication skills in English and Chinese, Knowledge of Japanese is an advantage
- Good interpersonal, organizational, communication and time management skills
- Good Team player with can-do and positive attitude

Responsibilities:

- Manage corporate retail website, content management system and other online sales channels
- Assist in product management includes product listing , conduct market research , product photo shooting , compose product description and pricing
- Assist in digital marketing campaigns but not limited to email marketing, online social media marketing and search engine marketing
- Provide pre-sales and after-sales customer service
- Assist in inventory and logistics management

Package:

- Monthly Salary with Target Commission
- Overtime Payment
- Discretionary Bonus x 2 times / year
- Rest days, 6 days/Month+Statutory Holidays(Alternative)
- Annual Leave ,9-14 days
- Medical Insurance

Please send you resume with expected salary to bohr@brandoff.com.hk
(Personal data collected will be used for recruitment purpose only)

Management Trainee (幹部候補、日本就職)

Responsibilities:

- Provide excellent sales and customers service to customers
- Achieve the sales target every month
- The potential candidates will be assigned to Japan for training
- Good team player, self-motivated, hardworking, professional selling skills & good communication skill
- Good command of spoken Cantonese English, Mandarin and Japanese (N2 or above MUST)

Package:

- Monthly Salary with Target Commission
- 8 hours / day
- Overtime Payment
- Discretionary Bonus x 2 times / year
- Rest days, 6 days/Month+Statutory Holidays(Alternative)
- Annual Leave , 9-14 days
- Medical Insurance
- Housing Allowance (Training in Japan)

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Attn : Ms. Clare Choi

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