

**Existing Positions (No. of Vacancy: 30-40)**

1. Licensed Estate Agent/ Licensed Salesperson/ Sales Trainee
2. Marketing Executive
3. Branch Administrative Assistant
4. Assistant Training & Staff Development Officer
5. Customer Services Assistant
6. Legal Assistant
7. Analyst Programmer
8. Assistant Accounting Officer
9. Deputy Manager (China & Overseas Project Department)
10. Multimedia Designer/ Assistant Multimedia Designer
11. Assistant Corporate Communications Officer
12. Assistant Branch Administrative Supervisor
13. Research Assistant
14. Executive Assistant
15. Part-time Marketing Executive(China & Overseas Project Department)

**Summer Internship Positions (No. of Vacancy: 7-10) ( Deadline 30 Apr 2017)**

1. Human Resources Assistant
2. Administrative Assistant
3. Training Assistant
4. Assistant Marketing Officer
5. Assistant Public Relations Officer
6. Assistant Film Editor
7. Project Executive
8. Interior Design Assistant

**Application and Enquiries:**

Please send your resume to Human Resources Department at [hr@mail.centanet.com](mailto:hr@mail.centanet.com) with the quotation of “Job Title” in the email subject. Only shortlisted candidates will be contacted.

For more information, please visit our website at: [www.centanet.com](http://www.centanet.com) or contact Ms. Tong at 2501 1596 for enquiries.

## **Job descriptions and requirement of Existing Positions**

### **1. Licensed Estate Agent/ Licensed Salesperson/ Sales Trainee**

Responsibilities:

- Provide professional and quality agency service
- Data searching, cold call and provide customer services

Requirements:

- Passionate, energetic and committed to provide professional and quality agency service
- Excellent client servicing skills and ability to handle clients independently
- Good communication skills with fluency in English and Cantonese
- Possess valid Hong Kong Estate Agents Licence is a definite advantage

### **2. Marketing Executive**

Responsibilities:

- Co-ordinate and liaise with both internal and external parties for implementing marketing events, press conference or printing materials
- Plan and implement advertising and marketing campaigns for brand new projects, sole agent projects, overseas projects, etc
- Co-ordinate all kinds of marketing materials with good project management skills
- Support ad hoc tasks as assigned

Requirements:

- Degree in Marketing, Business or related disciplines
- Proficiency in both written and spoken English, Chinese and Mandarin
- Good PC knowledge, including MS Word, Excel and PowerPoint
- Creative, self-motivated, responsible, hard-working and out going
- Travel to Mainland China is required
- Willing to take up ad-hoc project

### **3. Branch Administrative Assistant**

Responsibilities:

- Handle all aspects of branch administration such as monitoring office supplies, couriers, filing system and facilities maintenance
- Provide general clerical, human resources, accounting and sales support
- Support ad hoc tasks as assigned
- Outdoor work required

Requirements:

- Diploma or above
- Good PC knowledge, including MS Word, Excel and Chinese Word Processing
- Proactive, independent, willing to learn and capable of multi-tasking
- Good communication and interpersonal skills

### **4. Assistant Training and Staff Development Officer**

Responsibilities:

- Assist Training Manager to meet the training targets and schedules
- Identify training needs, design, deliver training programs for company orientation, customer services and Putonghua
- Prepare training materials, training handouts and relevant reports
- Coordinate overall training logistic arrangement
- Assist in other ad hoc projects

Requirements:

- Diploma or above
- Good command of English and Chinese, proficient in Putonghua is a must
- Good communication and presentation skills
- Good knowledge in MS Word, Excel and PowerPoint
- A high degree of self-motivation, initiative, pleasant, well organized and team work

## **5. Customer Services Assistant**

Responsibilities:

- Handle customer enquiries and complaints in an efficient and professional manner
- Liaise and co-ordinate with internal and external parties to provide quality services
- Provide clerical and administration support to the department

Requirements:

- Diploma or above
- Good command of English and Chinese
- Good PC knowledge, including MS Word, Excel and Powerpoint
- Excellent telephone manner, problem solving and communication skills
- Cooperative, self-initiative, independent and able to work under pressure

## **6. Legal Assistant**

Responsibilities:

- Conduct legal research, draft and manage legal documents
- Assist with general litigation and dispute cases
- Co-ordinate with various internal and external parties
- Provide clerical support to department

Requirements:

- Degree holder
- Relevant experience in customer services field is preferable
- Proficiency in both written and spoken in English and Chinese
- Good presentation skill and interpersonal skill
- Initiative, independent and willing to learn

## **7. Analyst Programmer**

Responsibilities:

- Perform software development (Mainly in iPhone/iPad and Android device), system testing, documentation, maintenance and application system support
- Handle user requirement collection, system design and analysis of various application

Requirements:

- Diploma or University graduate in Computer Science, Information Technology or related disciplines
- 1 - 5 years working experience on native iOS or Android development
- Knowledge and experience in Objective-C/Swift and/or Java-Android programming
- Solid coding skills and OOP is required
- Proficiency in both English and Chinese
- A good team player with excellent communication, interpersonal and problem solving skills
- Self-motivated, analytical, detail-oriented, independent and able to work under pressure
- Candidates with less experiences will be considered as Programmer

## **8. Accounts Assistant**

Requirements:

- Diploma or above with LCC&I Intermediate certificate
- 1 year working experience is preferable
- Well versed with MS Word, Excel and Chinese Word Processing
- Initiative, independent and willing to learn
- Candidates with less experiences will also be considered

## **9. Deputy Manager (China & Overseas Project Department)**

Responsibilities:

- Plan and implement sales and marketing of Overseas Property Projects
- To plan and formulate marketing strategies
- Monitor, analyze and evaluate market trends and consumer behavior to identify market opportunities
- Co-ordinate and liaise with suppliers for implementing marketing events, press conference or printing materials

Requirements:

- Bachelor Degree holder. Preferable in Marketing and Journalism
- 3 years' relevant experience in Marketing, Business Development or Sales

- Excellent project management skills
- Good command of written and spoken English & Mandarin
- Good computer skills
- Willing to travel overseas and China
- Candidates with less experience will also be considered

#### **10. Multimedia Designer/ Assistant Multimedia Designer**

Responsibilities:

- Involve in the creation of marketing materials from concept development, final artwork and output
- Prepare leaflets, direct mailing, window display, newspaper advertisement or event stuffs
- Floor plans sketching, photo re-touching
- Indoor / outdoor photo shooting for press conference, show flat interior or scenery

Requirements:

- Diploma with 2 years' relevant working experience
- Proficiency in CorelDraw, AI, Photoshop
- Knowledge of photography is a plus
- Creative, independent, hardworking, able to work under high pressure and overtime
- Candidates with less experience will be considered as Assistant Multimedia Designer

#### **11. Assistant Corporate Communications Officer**

Responsibilities:

- Provide editorial support to various corporate publications
- Coordinate with various internal and external departments in marketing relationship campaigns
- Handle business correspondence, reports presentation material independently and effectively

Requirements:

- Degree holder in Journalism, Communications, Marketing or related disciplines
- At least 1 year of solid experience in Journalism, editorial or PR field
- Excellent command of Chinese and English, fluency in spoken Putonghua
- Strong communication and interpersonal skills with creativity and outgoing personality
- Computer literate, proficient in Microsoft Outlook, Word, Excel and Powerpoint
- Dynamic and multi-tasked

- Ability to work under pressure

## **12. Assistant Branch Administrative Supervisor**

Responsibilities:

- Supervise a team of administrative staff to provide administrative support to our branches
- Prepare and consolidate regular monthly reports
- Handle all aspects of branch administration such as monitoring the district filing system, liaising with suppliers, monitoring the office management, coordinating with different sales managers on the implementation of company policy
- Other ad-hoc duties as required

Requirements:

- Diploma or above
- 3-5 years' administration experience
- Mature, initiative, strong leadership skill and able to work under intense pressure
- Proficiency in both written and spoken English and Chinese
- Proficiency in MS Office

## **13. Research Assistant**

Responsibilities:

- Maintain and analyse data and information
- Develop the application of data mining on property data
- Assist in compilation and model building for Centa-City Index

Requirements:

- Degree holder in Statistics, Economics, Management Science or related disciplines
- Proficiency with Excel, Word, Access and R
- Knowledge of SQL on Oracle, Foxpro and data mining will be an advantage
- Good command of Chinese and English

## **14. Executive Assistant**

Responsibilities:

- Assist in data research and analysis, prepare document or business proposal for conference meetings
- Assist in market promotions such as follow up the advertisement of retail properties

- Provide clerical support for Licensed Salesperson or Licensed Estate Agent to facilitate their needs of marketing promotions

Requirements:

- Diploma with 1-2 years work experience
- Good command of English, Chinese and Mandarin is advantage
- Good communication skills, hard-working, responsible and able to work under pressure
- Good PC knowledge, including MS Word, Excel and Chinese Word Processing

**15. Part-time Marketing Executive (China & Overseas Project Department)**

Responsibilities:

- Assist in the promotion of Mainland and Oversea properties

Requirements:

- F.6 or above, Matriculated students are welcome
- Good command of English, Chinese and Mandarin is advantage
- Flexible work schedule from Monday to Sunday
- Outdoor work may require



## **Job descriptions and requirement of Summer Internship Positions**

### **1. Human Resources Assistant**

Responsibilities:

- Assist to handle full spectrums of HR functions, including recruitment and compensation & benefit
- Manage and maintain database, employee record and attendance record
- Assist in payroll and MPF administration
- Participate in recruitment and recreation activities
- Provide clerical and administrative support to department

Requirements:

- Undergraduate of Human Resources, Administration or related disciplines
- Proficiency in both written and spoken English and Chinese
- Good PC knowledge, including MS Word, Excel and Chinese Word Processing
- Co-operative, self-motivated and hardworking

### **2. Administrative Assistant**

Responsibilities:

- Handle renovation and decoration projects
- Coordinate with contractors, suppliers and vendors, monitor and follow up the progress
- Responsible for repair and maintenance of office equipment and facilities
- Provide administrative support and assist with company's functions and events
- Other ad-hoc duties as required

Requirements:

- Undergraduate of Human Resources, administration or related disciplines
- Knowledge in branch operation, shop renovation, general repair and maintenance is preferable
- Proficiency in both written and spoken English and Chinese
- Good PC knowledge, including MS Word, Excel and Chinese Word Processing
- Initiative, independent and work under intense pressure

### **3. Training Assistant**

Responsibilities:

- Assist Training Manager to meet the training targets and schedules
- Identify training needs, design, deliver training programs for company orientation, customer services and Putonghua
- Prepare training materials, training handouts and relevant reports
- Coordinate overall training logistic arrangement
- Support ad hoc tasks as assigned

Requirements:

- Undergraduate of Human Resources, Business Administration or related disciplines
- Good command of English and Chinese, proficient in Putonghua
- Good communication and presentation skills
- Good knowledge in MS Word, Excel and PowerPoint
- Self-motivation, initiative, pleasant and well organized

### **4. Assistant Marketing Officer**

Responsibilities:

- Co-ordinate and liaise with both internal and external parties for implementing marketing events, press conference or printing materials
- Plan and implement advertising and marketing campaigns for brand new projects, sole agent projects, overseas projects etc
- Co-ordinate all kinds of marketing materials with good project management skills
- Support ad hoc tasks as assigned

Requirements:

- Undergraduate of Marketing or other related disciplines
- Proficiency in both written and spoken English and Chinese
- Proficiency in MS Office, Photoshop and FrontPage
- Pleasant, proactive and independent with good time management and communication skills
- Willing to work under pressure and overtime

## **5. Assistant Public Relations Officer**

Responsibilities:

- Prepare press release and handle media enquiries
- Organize and manage the implementation of Public Relation, Media and corporate activities
- Support and facilitate internal and external communications
- Build and strengthen relationship with media

Requirements:

- Undergraduate of Public Relations, Communications, Journalism or related disciplines
- Relevant experience in public relations field is preferable
- Proficiency in both written and spoken English and Chinese
- Good presentation and interpersonal skills
- Initiative, independent, cooperative and willing to learn

## **6. Assistant Film Editor**

Responsibilities:

- To involve in different aspects of video production such as video-shooting and video-editing
- Both indoor and outdoor works required

Requirements:

- Undergraduate of production, communication or related disciplines
- Hands-on experience on Final Cut Pro is a definitely advantage
- Relevant experience in production is a must
- Photo-taking skill is a plus
- Flexible, independent, a good team player and willing to learn

## **7. Project Executive**

Responsibilities:

- Maintain internal departmental and luxury properties websites
- Prepare statistics reports
- Prepare training materials of various computer systems
- Tackle the computer system's problem arising from the internal sales' enquiries
- Provide computer training for the sales

Requirements:

- Undergraduate of Computer Science or related disciplines
- Good computer skills including MS Office, Dreamweaver, Flash, Firework & Photoshop
- Good telephone manner
- Detail-oriented, well-organized, self-motivated, high sense of responsibility, willing to learn and able to work independent

## **8. Interior Design Assistant**

Responsibilities:

- Prepare design and drawings material for branches renovation projects

Requirements:

- Undergraduate of Architectural study, Interior Design, Building Surveying or related disciplines
- Good computer skills including MS Office, Autocad, & Photoshop
- Good communication and interpersonal skills
- Responsible and willing to learn
- Year 1 to 3 student will be considered as well

Centaline Property Agency Limited was founded in 1978, by now a flagship of Centaline Group, whose service arms are extended to business sectors including residential, office, industrial, retail, mortgage brokering, real estate acquisition and collective sales. Centaline Property is a well-known brand in Asia Pacific, it has branches in Mainland China, Macau, Taiwan and Singapore.

## SUMMER INTERNSHIP PROGRAM 2017

Period : Jun to Aug 2017 (3 months)

### We offers:

- On- the-job training in varies departments, such as Administration, Human Resources, Training, Marketing, Business Development, Public Relation and Information Technology.
- Strong guidance and coaching from our senior management.
- Personal feedback from experienced mentor regarding your potential and job performance.

### Requirements:

- Year 1 to 3 student of university in any disciplines
- Good interpersonal and communication skills
- A good team player and possess strong leadership skills
- Passionate about a career in real estate industries

### Application and Enquiries:

Please send your resume to Human Resources Department at [hr@mail.centanet.com](mailto:hr@mail.centanet.com) on or before **April 30, 2017**. Only shortlisted candidates will be contacted.

For more information, please visit our website [www.centanet.com](http://www.centanet.com) or contact Ms. Tong at 2501 1596 for enquiries.

