

1. Training Assistant

Responsibilities:

- Provide logistics and administrative support to the team, including training course enrollment, training venue set up and training schedule arrangement etc
- Responsible for updating and maintaining training database
- Prepare and consolidate training reports for management review
- Perform ad-hoc administrative assignments and projects as required

Requirements:

- Degree holder in Human Resources or related subjects
- Proficiency in MS. Office and Chinese Word Processing is a MUST
- Good telephone manner and communication skill
- Self-motivated, quick response, able to work independently and under pressure

2. Accounts Clerk

Responsibilities:

- Handle commission calculation of frontline staff
- Handle Accounts Payable & Bank Reconciliations duties
- Ensure all invoices are processed in a timely and accurate manner
- Handle invoice payment queries from staff and external vendors
- Assist in preparing management reports
- Handle general accounting and clerical duties
- Responsible for other ad hoc assignments

Requirements:

- Degree holder in Accounting
- LCCI Level 2 or above
- Proficient in personal computer operations and Microsoft Office applications, including Excel and PowerPoint
- Able to work independently and under pressure

3. Assistant Surveyor

Responsibilities:

- Participate in property valuations, feasibility studies and consultancy services
- Conduct market research & analysis for the property market
- Advise on land & town planning matters and government policy issues on land & properties
- Handle Sales and marketing proposals & prepare materials for presentations
- Assist in expanding business opportunities

Requirements:

- Degree in Surveying / Real Estate in valuation and general practice surveying
- Presentable, good communication skill, self-motivated and strong marketing sense
- Proficiency in both written and spoken English, Cantonese and Mandarin

4. Assistant Project Officer

Responsibilities:

- Assist in planning, organizing & implementing corporate projects and events such as sales performance improvement projects and employee engagement programmes
- Assist in developing and implementing corporate strategy to create a harmonious working environment and maintain a high level of work productivity
- Regularly provide analytical reports for management review
- Provide daily administrative and clerical support
- Take up ad-hoc projects as required

Requirements:

- Degree holder in any disciplines
- Strong in project management, problem solving, communications and persuasive skills
- Good team player, initiative and able to work independently in a fast-paced, matrix and multi-cultural environment
- Excellent relationship building and coordination skills is preferable
- Good command of both spoken and written English and Chinese
- Proficiency in MS. Office and Chinese Word Processing is a must

5. Public Relations Officer

Responsibilities:

- Develop creative ideas and concepts from an editorial perspective in marketing campaigns and social media
- Write, edit and proofread the on-line and off-line creative content
- Report to the Head of Public Relation, plan and execute corporate campaigns

Requirements:

- Degree holder, preferably in Journalism/ Communication/ Language
- Excellent communication skills in verbal and written Cantonese, English, and Mandarin
- Energetic, cooperative, creative and strong writing and communication skills

6. Digital Designer

Responsibilities:

- Participate in multiple digital marketing projects
- Create wireframes and designs for responsive digital assets
- Conduct the market research on the up and coming digital design trends in order to define key success metrics
- Provide new design solutions or ideas to design requirements

Requirements:

- Degree holder or above in interaction design or related streams
- Strong sense of web and mobile technologies & platforms
- Good understanding of wireframing, prototyping, users experience and interactive capabilities
- Knowledge in HTML5, CSS3, JavaScript, jQuery and WordPress
- Able to work independently and work under tight schedule, creative thinking, responsible and self-motivated

7. Analyst Programmer - Web

Responsibilities:

- Report to the Team Leader of Digital and Web technology on the development of web based and digital platforms

- Participate in the whole SDLC which includes application design, architect, implementation, deployment and problem diagnosis of web applications on different platforms
- Work on Group Web based digital Projects, including but not limited to design of all corporate websites across the Group and sub companies
- Integration with APPS and Social Media platforms
- Support internet / intranet systems and websites function development, enhancement and daily maintenance
- Monitor and measure the performance of websites using digital analytics tools such as Google Analytics

Requirements:

- Degree in Computer Science or Information Technology or equivalent is preferred, but not essential
- Good team player with strong interpersonal and communication skills
- Proficient in web programming techniques such as Node.js, HTML5, CSS3, JQuery
- Good understanding of performance, web analytics and SEO techniques
- Sensitive to new technologies and web trends

8. Web Programmer

Responsibilities:

- Responsible for implementation of Web Applications like Content Management System, Mail Service System
- Assess new technology and conduct R&D
- Problem solving and ongoing support for the software applications
- Database Management

Requirements:

- Degree holder in Computer Science, Information Technology, Engineering or related discipline
- Proficient in PHP, HTML5, CSS, JAVASCRIPT
- Hands on experience in Linux or Windows Server management and CMS system design are preferred
- Experience in Oracle, MySQL is a plus
- Excellent problem-solving skills
- Willing to work OT to meet the tight project schedule

9. Graphic Designer

Responsibilities:

- Responsible for designing, developing and executing all kinds of creative promotion materials (e.g. leaflet, catalogue, poster, banner, booth setting and etc.)
- Handle the artwork production and output preparation
- Responsible for photo and video shooting, post-production and retouching of products
- Manage various design projects independently
- Support in events and meetings such as setting

Requirements:

- Degree Holder in Design
- Proficient in PC and Mac design skills e.g. Photoshop, Illustrator
- Strong graphic sense and abilities in visualization/ rendering
- Experience in branding, packaging, web & multi-media design would be preferable
- Creative, detail-minded, working under pressure and tight schedule

10. Property Consultant/ Sales Trainee

Responsibilities:

- Provide professional service and advice on property investment strategy and planning to company/ individual customers
- Engage in marketing and promotion activities and events
- Search potential clients and explore potential sales opportunities
- Collect most updated information of property transactions and market trend
- Establish good and long-term relationship with customers

Requirements:

- Degree holder or above
- With sales experience is preferred
- Willing to learn, energetic and proactive with strong communication skill