

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Employment Vacancy

Part I : Employer Information

Company Name : <u>Charmy Asia Ltd</u>	Trade : <u>Manufacturing</u>
Company Address: <u>Unit 803 Enterprise Square Phase 1 Tower 3, 9 Shueng Yuet Road, Kowloon Bay HK</u>	

Part II : Vacancy Information

Job Title : <u>Marketing Associate</u>	No. of Vacancy(ies): <u>1</u>		
Job Duties : <ul style="list-style-type: none">● <u>Work with design team on marketing campaign to re-engage overseas customers</u>● <u>Act as a point of contact for customer inquiry between merchandise and design team</u>● <u>Prepare quotation and sales order for converted leads both at trade fair or general inquiry</u>● <u>Help out at major jewelry and watch trade fairs in Hong Kong</u>			
Contract of Employment : <u>Full-time/Part-time</u>			
Work Place:			
Working Hours: <u>Mon to Friday 9:00am-6:00pm</u> <u>Sat 9:00am to 1:00pm</u>			
Basic Salary : <u>HKD 350 - 450 per day</u> Other benefit(s)/allowance(s) :			
Required Education : <u>Diploma/Certificate/Degree</u>			
Working Experience : <u>1-2 years</u>			
Language Requirement :	<table border="0" style="width: 100%;"><tr><td style="width: 50%;"><u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Optional English <input checked="" type="checkbox"/> Fluent Putonghua <input checked="" type="checkbox"/> Optional</td><td style="width: 50%;"><u>Ability to Read & Write</u> Chinese <input checked="" type="checkbox"/> Optional English <input checked="" type="checkbox"/> Able to Read & Write</td></tr></table>	<u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Optional English <input checked="" type="checkbox"/> Fluent Putonghua <input checked="" type="checkbox"/> Optional	<u>Ability to Read & Write</u> Chinese <input checked="" type="checkbox"/> Optional English <input checked="" type="checkbox"/> Able to Read & Write
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Other Entry Requirements: <ul style="list-style-type: none">● <u>Skills – Microsoft Office (Outlook, Word, Excel) (preferable) or Photoshop/Illustrator (not required but is a plus)</u>			

Part III: Job Application Method

Applicants can apply the vacancy by: send the resume to <u>Ms Susan Lai at susan@fs.com.hk</u>
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Posting date until: **11/12/2018**