

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : Global Industries Company Limited	Trade : Trading
Company Address: Flat 912 Po Yip Building 23 Hing Yip St. Kwun Tong Kowloon Hong Kong	

**Part II : Vacancy Information**

Job Title : <b><u>Business Development Executive(for Indonesia market)</u></b>	No. of Vacancy(ies): 1								
Job Duties : <ul style="list-style-type: none"><li>● <b><u>Responsible for clients' inquiry and daily communication with overseas clients directly by telephone and email communication in English</u></b></li><li>● <b><u>Prepare quotations and product information</u></b></li><li>● <b><u>Participate overseas exhibitions and business trips</u></b></li></ul>									
Contract of Employment : <b><u>Part-time</u></b>									
Work Place: same as above address									
Working Hours : <b><u>5 working days per week</u></b> : regular hours, working hours: 9 to 1PM (Monday to Friday)									
Basic Salary : HK\$50 per hour Other benefits/allowances:									
Required Education : <b><u>Diploma/Certificate</u></b>									
Working Experience : <b><u>1-2 years sales experience (Preferably)</u></b>									
Language Requirement :	<table border="1"><thead><tr><th><b><u>Ability to Listen &amp; Speak</u></b></th><th><b><u>Ability to Read &amp; Write</u></b></th></tr></thead><tbody><tr><td>Cantonese <input checked="" type="checkbox"/> Fair</td><td>Chinese <input checked="" type="checkbox"/> Nil</td></tr><tr><td>English <input checked="" type="checkbox"/> Fair</td><td>English <input checked="" type="checkbox"/> Able to Read &amp; Write</td></tr><tr><td>Bahasa Indonesia <input checked="" type="checkbox"/> Fluent</td><td>Bahasa Indonesia <input checked="" type="checkbox"/> Able to Read &amp; Write</td></tr></tbody></table>	<b><u>Ability to Listen &amp; Speak</u></b>	<b><u>Ability to Read &amp; Write</u></b>	Cantonese <input checked="" type="checkbox"/> Fair	Chinese <input checked="" type="checkbox"/> Nil	English <input checked="" type="checkbox"/> Fair	English <input checked="" type="checkbox"/> Able to Read & Write	Bahasa Indonesia <input checked="" type="checkbox"/> Fluent	Bahasa Indonesia <input checked="" type="checkbox"/> Able to Read & Write
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Other Entry Requirements: Experience in international trading/sales background is an advantage Knowledge in MS Applications is a must Demonstrates good social skills to develop good sales network Excellent in written and spoken Bahasa Indonesia is a must Must be a HK resident/holder of valid dependent visa									

### **Part III: Job Application Method**

Applicants can apply the vacancy by:

Send the resume to Mr Ronald Chan at E-mail [info@globalindustrieshk.com](mailto:info@globalindustrieshk.com)

Posting date until: 4/6/2019