

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

Employment Vacancy

Part I : Employer Information

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|---|-----------------|
| 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

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|--|---|
| Job Title : <u>Business Development Executive(for Vietnam market)</u> | No. of Vacancy(ies): 1 |
| Job Duties : <ul style="list-style-type: none"> ● <u>Responsible for clients' inquiry and daily communication with overseas clients directly by telephone and email communication in English</u> ● <u>Prepare quotations and product information</u> ● <u>Participate overseas exhibitions and business trips</u> | |
| Contract of Employment : <u>Part-time</u> | |
| Work Place: same as above address | |
| Working Hours : <u>5 working days per week</u> : regular hours, working hours: 9 to 1PM (Monday to Friday) | |
| Basic Salary : HK\$50 per hour Other benefits/allowances: | |
| Required Education : <u>Diploma/Certificate</u> | |
| Working Experience : <u>1-2 years sales experience (Preferably)</u> | |
| Language Requirement : <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Fair English <input checked="" type="checkbox"/> Fair Vietnamese <input checked="" type="checkbox"/> Fluent | <u>Ability to Read & Write</u> Chinese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write Vietnamese <input checked="" type="checkbox"/> Able to Read & Write |
| 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

Posting date until: 4/6/2019