

Marketing Assistant

Responsibilities

- Assist in Marketing Department Office Administration, including Quotation and Purchase Order processing, Vendor Evaluation, Database Control, Inventory Control, Stationery Management, Administration Expenditure Control and Reimbursement, etc.
- Coordinate with both internal and external parties to facilitate as departmental interface
- Provide clerical support and other duties as assigned

Requirements

- Diploma holder in Marketing, Business Administration or related disciplines
- Minimum 2 years of relevant working experience, preferably in real estate or related industry
- Responsible, detail-minded and able to work independently
- Good command of spoken and written English and Chinese
- Proficiency in PC skills, particularly in MS Word, Excel, PowerPoint and Chinese word processing

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme, life insurance, Employee Unit Purchase Plan and performance-based incentives.