

Details of Job Openings (Sales & Marketing)

Sales Executive (Ref No. 2018/SAEXE/CS5/01)

Responsibilities:

- Selling and promoting IT products and solutions to general commerce sector
- Prospecting new customers, develop sales activities and achieve personal sales target

Requirements

- University degree holders or above in Business / Computer Science or related disciplines.
- With 1 year sales experience in IT or related field is an advantage
- Good communication skill, fluent in English
- Being aggressive, good problem-solving skills and presentation skills
- Able to work independently and under pressure.
- Preferably with knowledge of IT products and services.
- Strong self-motivation and commitment to achieve sales target

Sales Support (Ref No.2018/SESAS/GS2/01)

Responsibilities:

- Support the Sales team for daily order logistics
- Prepare and process quotation, sales orders and related documents
- Work closely with internal parties on order requirements, service delivery, billing...etc
- Handle and process internal/external customers' inquiries to ensure all requests are followed up timely and thoroughly
- Maintain and update sales data and ensure all data is recorded timely and accurately

Requirements

- Form 5 or HKDSE or HKAL or above
- With 1 year working experience (less experience is also considered)
- Prior experience in customer service / sales process is advantage
- Pleasant, polite and good telephone manner and communication skills
- Self-driven, creative, good communication skill, inter-personal skill, result-oriented and can work independently under pressure
- Good command in written English and Chinese
- Good communication skills in Cantonese, Mandarin and English
- Familiar with MS office applications
- Immediately available is an advantage
- Fresh graduates are welcome

Service Sales Specialist (Ref No. 2018/SESAS/GS2/01)

Responsibilities:

- Responsible for preparing quotations, proposals and tender responses
- Responsible for helping the Sales person to prepare sales reports and work with internal teams for orders follow up

Requirements

- Form 5 or HKDSE or HKAL or above
- With 2 – 3 years solid sales experience in IT or related field
- Sales and customer centric
- A good sense on accountability
- Able to work independently and act in a positive manner
- A good team player with good communication skill
- Sound knowledge in computer hardware and software is preferred
- Candidates with less experience or fresh graduate with aggressive attitude will also be considered.