

Job Title: Management Trainee 見習主管

Job Responsibilities:

- Managing and executing activities related to the promotion and merchandising for assigned category of products and in accordance to Company's standard and guidelines
- Assist Department Manager and Supervisor in inventory management through display of products, merchandising, stock take, housekeeping, replenishing and updating of sales display area
- Directly supervises associates to ensure they are in compliance with established store policies and procedures
- Maintain a high level of customer service standard
- Proactively supports any promotional activity within the store and contributes to an effective working environment

Job Requirements:

- Degree holder and no working experience is required/ valid Hong Kong SAR work permit are welcome
- Experience in department store or supermarket environment would be an advantage
- Demonstrate ability to work as a team
- Possess a pleasant and outgoing personality
- Passionate in Retail industry, Positive attitude with a service-oriented mindset
- Strong communication skills with “can do” attitude
- Able to speak in Cantonese, English and Mandarin
- 24 hours shift duty is required

職責:

- 協助部門經理及部門主管進行貨存管理，如採購，存貨，上架，點算貨源，補充貨源及更新貨架
- 按公司所制訂的要求及指引，協助店舖經理管理、推銷及採購特定的種類和貨品
- 督導及確保店務員的紀律並遵守店舖的守則及程序
- 積極協助店舖內的推銷貨品及促銷活動
- 提升及維持優質的顧客服務

入職要求:

- 大專以上程度，無須經驗 / 擁有香港特別行政區合法工作資格人士申請
- 如有百貨公司及超市或相關工作經驗更佳
- 有責任心，有團隊合作精神
- 積極主動，對零售業充滿熱誠，良好顧客服務及溝通技巧
- 良好粵語，一般英語及普通話
- 需 24 小時輪班輪休

We offer attractive benefits package 員工福利:

- 5-Days working on shift schedule, 10 hours per day 五天工作, 每天工作 10 小時, 需輪班輪休
- Guaranteed 13-Months' Pay 年終雙糧
- Comprehensive Medical Benefits Coverage 醫療保險
- 12-20 Days Annual Leave with Public Holidays 12-20 天有薪年假及公眾假期
- Attendance Allowance 勤工獎, Quarterly Attendance Allowance 季度勤工獎
- Overnight Shift Allowance 通宵更津貼
- Transportation Allowance 交通津貼
- Typhoon Allowance 颱風當值津貼
- OT Allowance 加班津貼
- Full-Paid Sick Leave, Marriage Leave, Birthday Leave 有薪病假,婚假,生日假
- On Job Training and opportunities for growth 專業在職培訓及良好晉升機會
- Staff Purchase Discounts 員工購物優惠

We offer attractive benefits package and 5-day working week.

IT Assistant (Fresh graduates are welcome)

Job Responsibilities:

- Comfortable in a startup environment
- Handles and manages IT related queries
- Maintains, manages, troubleshoots and upgrades computer systems and servers for performance, security and related issues
- Provides end-user support for a variety of web applications and software licenses management
- Coordinates the set-up of data services, as well as phones, computers, and printer installation
- Coordinates the planning, implementation and maintenance of all information technology products within Stores and Headquarter

Job Requirements:

- Relevant experiences preferably in a supermarket, F&B, FMCG or retail environment will be an advantage.
- Familiar with POS, PC, MFP and general network setup
- Experience in using Microsoft Dynamics NAV will be an added advantage
- Strong problem-solving, analytical and communication skills
- Ability to work independently as a team in a fast paced environment, meticulous and resourceful
- Positive attitude and the ability to explain technical concepts in easy-to-understand language
- Good command of spoken and written English, Chinese (including Mandarin)

We offer attractive benefits package:

- 5-day work week
- Competitive Salary Package
- Guaranteed 13 Months' Pay
- On-Job Training
- Comprehensive Medical Benefits Coverage
- Full-Paid Sick Leave, Annual Leave, Maternity Leave, Paternity Leave
- Staff Purchase Discounts