

Daikin Airconditioning (Hong Kong) Ltd.

Company Website: <http://www.daikin.com.hk/tc/>

Job title	Sales Executive
Number of job vacancies	1
Job nature	Public Relations / Corporate Communication, Others
Job nature Others	Promotion events
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> • Conduct sales and marketing activities including customer visits, preparation of sales proposal and presentation • To explore new potential markets and customers to achieve sales targets • Monitor distributors' sales activities and coordinate with them to provide quality services to potential customers • To maintain and enhance strong relationships development with customer • Assist in executing marketing and business strategies for advertising and promotion programs
Requirements / qualifications	<ul style="list-style-type: none"> • Higher Diploma or Degree holder in Marketing/ Business Administration/ Building Services Engineering/ Mechanical Engineering is preferable • With sales and marketing/ engineering experience, hands on HVAC experience is an advantage • Good command in spoken and written skills in both English and Chinese • Strong analytical skills, sales management and motivation skills • Initiative, ambitious and good interpersonal skills • Immediate available is preferred
Application Method	We offer attractive salary and fringe benefit package to the right candidate. Interested parties please send full resume to recruit@daikin.com.hk
Salary / allowance per month	12000-15000
Application Deadline	31 May 2019

Service Administration Executive

Responsibilities:

- Manage sales and returned repairing parts/ accessories
- Coordinates warranty administration process
- Data entry in Salesforce system and SAP system
- Liaise with distributors, parts centre and internal departments about the repairing parts/accessories
- Responsible for faulty parts and units return
- Support administration team for checking distributors and sub-contractors invoice
- Ad hoc / general duties as assigned by supervisors

Requirements:

- 1-2 years of relevant experience is preferable
- Responsible, well-organized, detail-oriented and hardworking
- Strong analytical skills and sensitive to numerical figures
- Good command in spoken and written Cantonese, English & Mandarin
- Proficiency in Microsoft office applications (Excel, Word, PowerPoint and Chinese Word Processing)
- Immediate available is preferred