

Company Name	Health Care & Co. 保利安公司
Company Website	http://www.healthcarehk.com

Job title (1)	Marketing Officer / Marketing Assistant (Health Care Products and equipment)
Number of job vacancies	2
Job nature	Health Care, Marketing
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - Assist in full range of marketing and promotion event and activities of health care products and equipment. - Liaise with vendors, media and PR agencies. - Conduct press work preparation, press release write-up and translation. - Work closely with sales teams and designers. - Conduct the E-marketing activities and web-site updates. - Prepare marketing materials, budgeting, program evaluation, monthly report and marketing related analysis. - Conduct the literature review, marketing research and competitor analysis of new and existing products. - Assist other ad-hoc projects as assigned.
Requirements / qualifications	<ul style="list-style-type: none"> - Bachelor's degree / Higher Diploma in Marketing or Science field. - With at least 3 years experience in Marketing operation / support function, experience in hospital equipments, rehabilitation or health care consumable products is an advantage. [Fresh graduate are welcome] - Proficient in MS Word, Excel, Power point and Chinese Word Processing. - Good command of both spoken and written in English and Chinese (Cantonese and Mandarin). - Good interpersonal and communication skills. - Independent and able to work under pressure. - Self-motivated, detail-oriented, well organized and multi-tasking.
Application Method	<p>We offer competitive remuneration package, discretionary bonus, 5-day work week, flexible working hours, medical scheme, continuous professional training, staff purchase discount, education allowance and bank holidays.</p> <p>Interested parties, please send full resume with current & expected salary (is a must) to us (Attn: Ms Amy Tang).</p>
Salary / allowance per month	HKD11,000 to HKD15,000
Application Deadline	30 Jun 2019

Job title (2)	Copywriter / Marketing Assistant / Marketing Officer
Number of job vacancies	2
Job nature	Health Care, Marketing
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - To provide English and Chinese copy writing for a full range of editing, proofreading and translating various marketing collaterals including user manual, brochure, press release, print advertisement, corporate, etc. - Coordinating, implementing and managing various marketing campaigns including Advertising, PR, Event, Print and Joint Promotion. - Liaising closely with internal teams including Design, Sales, Promotion and Purchasing, to ensure effective communication and to progress all marketing campaigns at each stage, from information gathering to concepts, from copy writing to production.
Requirements / qualifications	<ul style="list-style-type: none"> - Degree Holder / Higher Diploma in Languages, Communications, Journalism, Marketing or Public Relations. - At least 2 years' solid experience in writing position Strong interest in social media industry. - Passionate, detailed mind, proactive/ outgoing, self & team motivated and willing to take responsibilities. - Creative, willing to take up challenge. - Fresh graduate will also be considered.
Application Method	<p>We offer attractive salary package, 5-day work week, flexible working hour, discretionary bonus, continuous professional training, medical scheme, staff purchase discount and education allowance etc.</p> <p>Interested parties, please send CV with current & expected salary (is a must) and our ref. no. to hradmin@healthcarehk.com (Attention: Ms. Amy Tang).</p>
Salary / allowance per month	HKD11,000 to HKD16,000
Application Deadline	30 Jun 2019

Job title (3)	Senior Marketing Officer (Retail Shop)
Number of job vacancies	1
Job nature	Health Care, Retail Management
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - Responsible for all-rounded retail marketing /event activities. - Plan and implement campaigns for retail stores with focus to increase sales volume. - Prepare routine operations and sales analysis reports. - Lead, follow up and stimulate retail team to achieve goals and objectives. - Coordinate with different teams for implementation of retail marketing plans including Advertising, PR, Event, Print and Joint Promotion. - Responsible for delivery of sales tools. - Monitor the output of promotions to formulate the right strategies in different districts. - Support in developing multimedia, video, social media activity, SEO, SEM, website development of multimedia, video and other online media assets. - Perform all ad-hoc projects with creative and energetic minds. - Host event and deliver product training to retail team.
Requirements / qualifications	<ul style="list-style-type: none"> - University degree holder / Higher Diploma in business, marketing or related disciplines. - Minimum 2 years' relevant experience in retail industry. - Excellent presentation, communication and customer servicing skills. - Detail-oriented, good organization skills and have a strong analytical mindset. - Independent with strong interpersonal skills, creative and willing to take up challenge. - Hands-on experiences inHands on experience in retail industry is an advantage. - Fresh graduate will also be considered.
Application Method	<p>We offer attractive salary package, 5-day work week, flexible working hour, discretionary bonus, continuous professional training, medical scheme, staff purchase discount and education allowance etc.</p> <p>Interested parties, please send CV with current & expected salary (is a must) and our ref. no. to hradmin@healthcarehk.com (Attention: Ms. Amy Tang).</p>
Salary / allowance per month	HKD13,000 to HKD20,000
Application Deadline	30 Jun 2019

Job title (4)	Digital Marketing Officer (Health products Retail chain store)
Number of job vacancies	1
Job nature	Health Care, Marketing
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - Responsible for all-rounded retail marketing /event activities. - Plan and implement campaigns for retail stores with focus to increase sales volume. - Prepare routine operations and sales analysis reports. - Lead, follow up and stimulate retail team to achieve goals and objectives. - Coordinate with different teams for implementation of retail marketing plans including Advertising, PR, Event, Print and Joint Promotion. - Responsible for delivery of sales tools. - Monitor the output of promotions to formulate the right strategies in different districts. - Support in developing multimedia, video, social media activity, SEO, SEM, website development of multimedia, video and other online media assets. - Perform all ad-hoc projects with creative and energetic minds. - Host event and deliver product training to retail team.
Requirements / qualifications	<ul style="list-style-type: none"> - University degree holder / Higher Diploma in business, marketing or related disciplines. - Minimum 3 years' relevant experience in retail industry. - Excellent presentation, communication and customer servicing skills. - Detail-oriented, good organization skills and have a strong analytical mindset. -Independent with strong interpersonal skills, creative and willing to take up challenge. - Hands-on experiences in in retail industry is an advantage. - Fresh graduate will also be considered.
Application Method	<p>We offer attractive salary package, 5-day work week, flexible working hour, discretionary bonus, continuous professional training, medical scheme, staff purchase discount and education allowance etc.</p> <p>Interested parties, please send CV with current & expected salary (is a must) and our ref. no. to hradmin@healthcarehk.com (Attention: Ms. Amy Tang).</p>
Salary / allowance per month	HKD14,000 to HKD20,000
Application Deadline	30 Jun 2019

Job title (5)	Temporary Administration Assistant / Administrative Assistant
Number of job vacancies	1
Job nature	Others
Job nature Others	HR & Admin.
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - Provide office administrative support including office supplies ordering, courier arrangement, coordinate for meeting, office maintenance, etc; - Assisting the coordination of staff activities such as training, annual dinner, staff tour, etc; - Assisting documents scanning, filing and record keeping; - Co-ordinate and handle ad hoc duties as assigned.
Requirements / qualifications	<ul style="list-style-type: none"> - HKCEE / HKDSE or above; - With relevant working experience is preferred; - Proficiency in MS Office, Powerpoint, Excel skills and Chinese & English typing; - Good command in both written and spoken Chinese and English; - Attentive to details, Well organized and self-motivated; - Able to work under pressure and independently; - Responsible and be a good team player; - Fresh graduates will also be considered if candidates have good attitude; - Immediately available is preferable .
Application Method	<p>We offer attractive salary package, 5-day work week, flexible working hour, discretionary bonus, continuous professional training, medical scheme, staff purchase discount and education allowance etc.</p> <p>Interested parties, please send CV with current & expected salary (is a must) and our ref. no. to hradmin@healthcarehk.com (Attention: Ms. Amy Tang).</p>
Salary / allowance per month	HKD10,000
Application Deadline	30 Jun 2019