

CMA Testing and Certification Laboratories

Company Website: <http://www.cmatesting.org/en/home>

Assistant Business Executive - Environmental Division

Responsibilities:

- Maintain good business relationship with our clients;
- Explore new business opportunities through client visit, exhibition and seminar participation;
- Prepare quotation and tender submission;
- Support teammates for routine tasks;
- Ad hoc projects assigned.

Requirements:

- Diploma or above in Science, Engineering, Business or related disciplines;
- 1 year's working experience is preferred (Fresh graduate will also be considered);
- Good interpersonal and communication skills;
- Well-organized, proactive and positive thinking;
- Candidates with more experience will be considered as Business Executive.