

<b>Company Name</b>	<b>Truth &amp; Faith International Limited</b>
<b>Company Website</b>	<a href="https://www.ausupreme.com/mavista/cms/ch/home">https://www.ausupreme.com/mavista/cms/ch/home</a>

<b>Job title</b>	<b>Assistant Marketing Officer</b>
<b>Number of job vacancies</b>	1-2
<b>Job nature</b>	Marketing / Retail Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>- Plan and process sales and marketing programs, support and manage sales team;</li> <li>- Assist sales team in specialty shops and department stores;</li> <li>- Follow up sales orders, sales forecast &amp; coordinating with internal and external parties;</li> <li>- Planning and project managing marketing events, exhibitions and promotions;</li> <li>- Create and update corporate marketing materials (e.g. company website, brochures, newsletter, etc.);</li> <li>- Manage company workflow and deal with marketing clerical work;</li> <li>- Coordinate with internal and external parties for marketing / branding initiatives;</li> <li>- Handle Customers' enquiry and online orders;</li> <li>- Review product related materials;</li> <li>- Occasional travelling is required</li> </ul>
<b>Requirements / qualifications</b>	<ul style="list-style-type: none"> <li>- Fresh graduate is welcome;</li> <li>- 1-2 years working experience with sales &amp; marketing/ health Care experience is an advantage;</li> <li>- Strong communication, interpersonal and management skill, passionate, energetic, open-minded, willing to learn;</li> <li>- A good team player with positive attitude;</li> <li>- Proficient PC applications in using Word, Excel and PowerPoint</li> </ul>
<b>Application Method</b>	Interested parties please email your full resume with expected salary and availability to <a href="mailto:hr@truthandfaith.com.hk">hr@truthandfaith.com.hk</a> .
<b>Salary / allowance per month</b>	\$14,000-\$17,000
<b>Application Deadline</b>	5/25/2019

<b>Job title</b>	<b>Operation Officer (eCommerce)</b>
<b>Number of job vacancies</b>	1-2
<b>Job nature</b>	Marketing, Public Relations / Corporate Communication, Retail Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>- Responsible for sales and marketing of web store and multiple marketplace accounts;</li> <li>- Analyze and monitor web store and marketplace performance. Prepare report and insight for impression and conversion improvement;</li> <li>- Formulating and implementing sales/marketing strategies and action plans to increase sales;</li> <li>- To develop new online sales channels;</li> <li>- To co-ordinate with internal and third parties to maintain daily operations and business opportunities;</li> <li>- Follow up the incoming inquires regarding to all our services;</li> <li>- Review marketing activities, performance and investment against industry best practices;</li> <li>- Plan and execute social media campaigns on a daily bases (Facebook, WeChat, Instagram, Weibo etc.) in both English and Chinese;</li> <li>- Follow up issues for Public relation;</li> <li>- Perform ad hoc projects assigned as assigned</li> </ul>
<b>Requirements / qualifications</b>	<ul style="list-style-type: none"> <li>- Fresh graduate is welcome;</li> <li>- University graduate in Business, Statistics, Digital Marketing / e-commerce or related disciplines;</li> <li>- 1 year experience in online shop platform is advantageous;</li> <li>- Self-motivated, creative, good organization and interpersonal skill;</li> <li>- Strong analytical skill;</li> <li>- Strong sense of latest digital trends and channels, able to deliver innovative ideas to engage customers;</li> <li>- Proficient in MS office applications, English and Chinese word processing;</li> <li>- Good command of both written and spoken Cantonese, English and Mandarin;</li> <li>- Immediately available is preferable;</li> </ul>
<b>Application Method</b>	Interested parties please email your full resume with expected salary and availability to <a href="mailto:hr@truthandfaith.com.hk">hr@truthandfaith.com.hk</a> .
<b>Salary / allowance per month</b>	\$14000-\$18000
<b>Application Deadline</b>	5/25/2019

<b>Job title</b>	<b>Administrative &amp; HR Officer</b>
<b>Number of job vacancies</b>	1-2
<b>Job nature</b>	Accounting / Auditing and Assurance / Tax Services / Financial Advisory Services , Others: Human Resources
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for full spectrum of office administrative duties including but not limited to managing stationary and pantry supplies, data-entry, filing and hospitality arrangement;</li> <li>• Perform various receptionist duties include greeting visitors, handling incoming calls, courier, meeting arrangement;</li> <li>• Engage in HR tasks including payroll, attendance;</li> <li>• Liaise with internal and external parties to handle crew affairs including recruitment and training;</li> <li>• Assist in some accounting/operation areas;</li> <li>• Any ad hoc tasks as assigned</li> </ul>
<b>Requirements / qualifications</b>	<ul style="list-style-type: none"> <li>• Fresh graduate is welcome;</li> <li>• 1 year relevant working experience in Administration/Human Resources support is advantageous;</li> <li>• Experience/education in Accounting is advantageous;</li> <li>• Good command of spoken &amp; written English, Cantonese and some Mandarin;</li> <li>• Good communication &amp; interpersonal skills;</li> <li>• Responsible, self-motivated, hardworking, efficient with good team spirit;</li> <li>• Proficient in MS Office application and Chinese Word Processing;</li> <li>• Immediately available is an advantage</li> </ul>
<b>Application Method</b>	Interested parties please email your full resume with expected salary and availability to hr@truthandfaith.com.hk.
<b>Salary / allowance per month</b>	\$13000-\$16000
<b>Application Deadline</b>	5/25/2019

<b>Job title</b>	<b>Marketing Management Trainee</b>
<b>Number of job vacancies</b>	1-2
<b>Job nature</b>	Marketing, Retail Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>- Work closely with sales team and internal marketing team to enhance sales and marketing activities;</li> <li>- Supporting manager and other parties in planning, organizing, directing and controlling store activities and operations;</li> <li>- Assist management level to maintain positive staff's relations and morale by supervising sales team and ensuring that company policies and procedures are being followed and maintained;</li> <li>- Drive and implement local communication plans including marketing strategy formulation for Company's brand;</li> <li>- Collect market intelligence and feedback to management;</li> <li>- Planning and project managing marketing events, exhibitions and promotions;</li> <li>- Handle customer enquiries;</li> <li>- Perform ad-hoc tasks and projects as assigned</li> </ul>
<b>Requirements / qualifications</b>	<ul style="list-style-type: none"> <li>- Fresh graduate is welcome;</li> <li>- Experience in sales from any retail industries with high quality service standard is an advantage;</li> <li>- Interested in healthcare field;</li> <li>- Strong leadership and well-organized;</li> <li>- Strong human relations and management skills;</li> <li>- Self-motivated with positive attitude, able to lead, energetic, open-minded, multi-tasking and willing to learn;</li> <li>- Occasional travel is required;</li> <li>- Proficient PC applications in using Word, Excel and PowerPoint</li> </ul>
<b>Application Method</b>	Interested parties please email your full resume with expected salary and availability to <a href="mailto:hr@truthandfaith.com.hk">hr@truthandfaith.com.hk</a> .
<b>Salary / allowance per month</b>	\$14000-\$18000
<b>Application Deadline</b>	5/25/2019