

Imperial Enterprises Holdings Limited

Sales Coordinator / Executive / Manager

Responsibilities

- Assist in implementing overall sales strategy
- Facilitate and promote timely communication and cooperation between stores, merchandising functions, and resources to accomplish sales, margin, and service objectives
- Create, review and input financial plans by location by forecasting profits and sales using computer programs/Microsoft
- Oversee delivery & distribution of stock and deal with problems with customers
- Issuing quotations to customer and sister properties
- Work with distributors and licensees to strengthen market relationships and knowledge of market trend, strengths and weaknesses and maintain collaborative partnerships
- Assist handle the corporate sales plan and operations
- Assist in sourcing new potential business partners or distributors
- Update corporate/distribution list periodically
- Assist in reviewing and renewing the commercial agreements
- Assist in sales plans and promotional calendar for different markets
- Identify potential sales promotions using numerical and analytical skills
- Prepare required reports/information to upper management
- Handle customers contact, answering guests' queries
- Handle customer orders and input to company systems

Requirements

- Higher Diploma or Degree in Business Administration or equivalent
- Minimum 2 years of relevant work experience preferably in Hotel or Food & Beverage Industry
- Proven track record in strong commitment towards sales target achievement and generating original solutions
- Ambitious, results-oriented and innovative
- Pro-activeness and flexible in changing demands
- Good English and Mandarin skills
- Commercial acumen and analytical skills
- Candidate with more experience will be considered as higher position
- Immediate available is preferred

We offer attractive remuneration package to the right candidate with 5-day work, medical & dental, training sponsorship, etc.. Interested parties please send your full resume with current salary and expected salary to Human Resources & Administration Department, Imperial Enterprises Holdings Limited, 12th Floor, Block A, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan or via "Apply now". For more details, please visit www.ipastry.com.hk or www.ieh.com.hk

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)

銷售顧問 Senior/Sales Associate/Supervisor/Assistant Manager

職責：

- 為顧客提供優質服務及協助產品銷售
- 協助貨品陳列、整理貨倉、收銀及盤點
- 協助店舖經理日常營運

職位要求：

- 具有零售、推廣或客戶服務工作經驗優先考慮
- 積極主動、有禮，具良好客戶服務態度
- 能獨立處理店舖營運事宜，懂 POS 操作優先考慮
- 對零售或客戶服務有熱誠，有責任感及良好溝通技巧
- 良好粵語及普通話，基本英語

店舖營業時間： 11:00am 至 9:30pm

- 每天上班時間 9 小時 (包括一小時午膳時間)，輪班工作
- 每月 6 天例假，輪休

工作地點： 尖沙咀/銅鑼灣

薪金： \$16000 起

我們為全職員工提供優厚薪酬，完善福利及良好發展機會，包括：

勤工獎、銷售獎金、生日假、員工購物優惠、花紅、團體醫療及牙科保險、有薪年假、全薪婚假、全薪侍產假、良好晉升機會、在職培訓等

有意者請把履歷表及要求薪金透過以下方式遞交：

電郵： recruitment@ieh.com.hk

Whatsapp： 5110 6711

或致電招聘熱線： 2216 0563 / 2216 0571

如要查詢更多資訊，可瀏覽網頁 www.ipastry.com.hk 或 www.ieh.com.hk

(申請人提供之資料絕對保密及只作招聘用途)