

Bonjour

E-commerce Officer

1. Handle e-commerce promotions and daily operations includes product & promotion updates, sales & performance analysis
2. Formulate and refine e-commerce strategies, implements new content and campaigns and conduct analysis on the effectiveness
3. Manage the operations of online platforms in HK, China and SEA market.

Application Method

Wylie.lai@bonjourhk.com

HR Officer

Responsibilities:

Assist Department Manager in full spectrum of HR functions, especially focus on compensation and benefits aspects, such as payroll administrations, MPF, HR budgeting, performance management, annual tax filing and staff benefits; and ensure all HR functions are in alignment with organization policy and compliance to local legal requirements; Provide professional advice and support to senior management for implementing HR strategies and policies; Generate monthly and ad hoc management reports; conduct various researches to support manpower planning requirements. Carry out and complete ad hoc projects and tasks assigned by Management.

Application Method

daisyc@bonjourhk.com

Operation Officer

- Provide general administrative support for retail shops
- Coordinate with external and internal parties
- Prepare sales reports, memos, meeting minutes and other reports
- Handle administrative and clerical duties
- Assist in ad-hoc projects as required

Application Method

sammie.chan@bonjourhk.com