Tajimaya (HK) Co., Ltd.

Marketing Executive
Kwun Tong

Responsibilities:

- Prepare and follow up food trials or shop visits comments reports
- Provide administration support to the Marketing Team, e.g. coordinate all marketing campaigns and managing incoming & outgoing communications, assist in organizing and attending marketing activities, etc
- Provide comprehensive secretarial and administrative supports including meeting agendas, minutes and project schedule
- Maintain an effective working relationship with the internal and external parties and coordinate various work and business issues
- Conduct market research, analyzing trend information and initiating new beverage concepts and products
- Provide admin support to marketing team to continuously achieve projects success
- Perform any ad hoc duties or assignments

Requirements:

- Excellent communication and interpersonal skills
- Passionate and positive personal characteristics
- Independent, self-motivated, detail-oriented and well-organized
- Eager to solve problem and face challenge
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Excellent command of both spoken and written English and Cantonese
- Japanese Language Proficiency Test level 2 or above is a must
- With relevant working experience is preferred
- Candidate with more experience will be considered as senior position

Benefits:

- 5-day work
- Double pay and discretionary Performance bonus
- 12-day annual leaves and 3-day Birthday leaves
- Medical coverage and Maternity and Paternity leaves
- Staff discount
- Happy working environment

Application Method:

- Interested candidate please send your CV to recruit@tajimaya.com.hk.