

Imperial Enterprises Holdings Limited

Marketing Officer

Job Duties:

- Assist in daily operation, provide editorial and market research support of digital promotion platform such as Facebook, Instagram and other advertising platform
- Promote and share contents on various digital and social media channels support brand awareness, products and marketing campaigns
- Develop creative layouts and artwork in various social media platforms
- Support web development and maintenance of company internal and external websites
- Copywriting include but not limited to press releases and other promotion materials
- Support and implement all marketing promotion events

Requirements:

- Higher Diploma or above in Marketing, Multimedia Design, Journalism, Communication or related disciplines
- At least 3 years' working experience in digital marketing, PR or advertising agencies
- Good networking and relationship with social media and other digital marketing tools
- Experience in multimedia content, performing video, photo shooting & editing in different social media is an advantage
- Creative, well-organized, strong time management skills and willing to work under pressure
- Self-motivated, proactive, mature with ability to work diligently and independently
- Strong written skills in Chinese and English
- Good communication skills and willing to learn
- Fresh graduate or less experience will be considered as Marketing Assistant

We offer attractive remuneration package to the right candidate with 5-day work, birthday leave, medical & dental, discretionary bonus, 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.)

Operations Coordinator

Responsibilities

- Provide administrative support along with clerical tasks to aid the Operations Department run smooth daily
- Prepare and maintain updated HACCP / ISO licenses required documents
- Take minutes for operations meeting and maintain proper meeting records for related departments to follow up
- Ensure sufficient equipment and stocks for supporting smooth operations
- Liaise with different departments for resources management
- Prepare operations' working schedules and maintain accurate records
- Participate in various ad-hoc projects as assigned

Requirements

- Diploma in Operations Management or related disciplines
- Minimum 2 years' experience in operations administration management preferably in food manufacturing, retails or customer services industry
- Good communications and interpersonal skills and problem-solving skills
- Self-motivated, well-organized, attentive to details and possess a service-oriented attitude
- Ability to work in a fast-paced environment
- Strong computer literacy in Microsoft Office applications, especially in Excel function and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Immediate available is preferred

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Procurement Officer

JOB RESPONSIBILITIES

- Ensure efficient purchasing activities and deliveries, including but not limited to Food and Beverage, Non-Food items
- Prepare documentation of relevant purchasing activities including price comparisons, tenders and market price surveys
- Assist in coordination of all product and purchase specifications from respective user departments and suppliers
- Support Daily Warehouse operations and ensure on-time delivery of required products
- Monitor suppliers' performance and product quality
- Perform any ad hoc duties as assigned

JOB REQUIREMENTS

- Diploma or above in Purchasing, Supply Chain or related disciplines
- Minimum 3 years' purchasing experience gained from the preferably catering industry
- Experience in ISO22000 & ERP is an advantage
- Strong negotiation skills with excellent communication, interpersonal and problem-solving abilities
- Good command of spoken and written English and Chinese
- Proficient in MS application such as Excel, Word and Chinese word processing
- Candidates with less experience will be considered as Assistant Procurement Officer

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