

EvolutionHR Consultancy Limited

1	招聘專員 HR Recruitment Researcher (also open for internship)	篩選申請，評估資格和適合的履歷，評核和甄選有關人選是否適合，記錄並更新有關資料。 Responsible for searching proactively for candidates with potential by using a number of media, managing and assess new candidate registration, renew candidate records, qualify and shortlist candidates.
2	招聘顧問 HR Recruitment Consultant	負責協助客戶招聘人才。評估資格和適合的履歷之有關人選。竭力提供最卓越的服務和客戶以及候選人建立長期穩定友好的工作關係。 Responsible for searching proactively for potential candidates, building close and long-lasting relationships with candidates and clients by providing excellent customer service.
3	行政文員 Admin Officer (also open for internship/ part-time)	接待，文書處理和各項職能，回覆電郵、電話諮詢、和其他行政職責。 Responsible for administrative support in office, answering the direct phone call, reply e-mail and order office supplies, schedule meeting and travel itineraries.
4	秘書 Secretary	一般文書資料處理，整理簽核文件及發送，並負責追蹤執行狀況，隨時掌控進度。負責會議安排與通知，製作會議記錄並追蹤處理決議事項。 Carry out a variety of administrative tasks. Collate and prepare briefs, documents, letters, etc. Filing and prepare basic correspondence, Provide necessary liaison, coordination and administration support.
5	會計師 / 財務分析師 Accountant / Finance Analyst	負責所有會計有關工作，編寫月度財務報表和評估。 Responsible for accounting task, preparing monthly financial reports and evaluation.
6	IT 專員 IT Specialist / System Engineer / Network Engineer	維護資訊系統設備和運作，提供技術援助，包括電腦帳戶設置，網絡基礎設施上的硬件與軟件方面狀況及有關網絡連接事宜。 Responsible for maintaining IT equipments and IT operation functions, providing technical support including PC account setup, software/hardware and network connectivity issues.

7	<p>業務拓展專員 Corporate Sales Executive/ Business Development Executive (B2B)</p>	<p>負責拓展現有及新客戶，尋求與客戶建立優質的長期合作關係。 Responsible for developing potential clients and grow for the existing clients, discovering and exploring opportunities. Build and maintain strong and long-term business relationships.</p>
8	<p>市場部專員 Marketing Executive (online/ offline) (also open for internship/ part-time)</p>	<p>與公司內部和外部各方維持高效的溝通，以便安排市場活動。 Ensure the efficiency and effectiveness of internal and external communication of information, matter to scheduling and implementation of all marketing activities.</p>
9.	<p>運作專員 Operations Agent / Logistic Executive / Warehouse Assistant / Stock Assistant (also open for part-time)</p>	<p>負責協助公司運作部門後勤工作。 Provide assistance to support company operations.</p>
10.	<p>銷售員 Retail Sales Associate / Fashion Advisor / Beauty Advisor (also open for part-time)</p>	<p>服務客戶與客戶溝通, 負責商品銷售及處理投訴。 Responsible for all sales activities with providing professional services, demonstrating outstanding customer service and selling skills, keeping the selling floor stocked with merchandise.</p>
11.	<p>客戶服務專員 Customer Service Executive (Macau/ overseas opportunity) (also open for part-time)</p>	<p>提供專業的客戶服務，主動提供諮商建議給顧客。 Identify client needs, present and answer inquiries about products and services and recommend solutions.</p>
12.	<p>餐飲管理培訓員 F&B Management Trainee / Captain / Supervisor (also open for part-time)</p>	<p>監督店面運作，提供高質客戶服務、產品質量及整潔，於需要時協助及支援餐廳其他運作。 Assist to oversee the operation. Delivering quality service, products and cleanliness of the outlet, undertake other tasks when necessary.</p>
13.	<p>平面設計師 Graphic Designer / Multi-media Designer</p>	<p>負責市場營銷的內部平面/多媒體設計和宣傳所需之材料，維持品牌知名度和形象並進行高效益宣傳。 Responsible for graphic / multi-media design for in-house marketing collaterals and advertising materials, maintaining consistent brand image, assure the efficient publicity, coordinating with production</p>

houses and printing firm, monitoring work quality, cost and delivery schedule.

歡迎發送個人履歷至：cv@evolution-hr.com

Interested parties, please send CV to: cv@evolution-hr.com