

Executive to Managing Director Hong Kong

- Based in Hong Kong

- Salary Package: HKD 30,000 to HK\$ 40,000 plus bonus and benefits

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, a leading privately-owned Hong Kong sales and distribution company carrying well-known brand names of video games' products, is seeking an Executive to the Managing Director.

MAIN RESPONSIBILITIES

Reporting to the Managing Director, your primary role includes:

- Work closely with the Managing Director to act as personal executive to help achieve business objectives and to support business issues
- Participate in meetings to understand business needs and to provide advice and solution to the Managing Director
- Review, define and identify business issues and to provide countermeasure plans and development
- Lead and manage overseas clients, business partners and vendors, including regular company site visitation
- Prepare full spectrum of paper works for the Managing Director such as presentation and meeting materials
- Prepare and manage business travel arrangements and activities
- Support Managing Director in all related business activities, including travelling with him on business trips and at times attending business functions with him.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Good business acumen
- Experience in dealing with senior and top management executives
- Ability to work under pressure, challenging working environment and tackle problems in a positive way
- Energetic, self-motivated and most willing to learn
- Possess a strong focus on understanding business processes and driving improvements
- Detail oriented, communicative and with the ability to manage multiple priorities in a fast paced environment
- Good knowledge of What If analysis, Market Intelligent Analysis, Project Planning and/or Five Force Analysis
- Good experience in data mining and flow chart presentation
- Good knowledge of analytical tools' application is a plus
- Good command of both written and spoken English and Chinese
- Good knowledge of Japanese is a definite plus
- Some sales and customer service in FMCG/Retail/Gaming business is a definite advantage
- Computer literate

WORK EXPERIENCE AND QUALIFICATION

- Degree holder in Business Discipline
- Minimum 5 years of relevant experience

To apply, please email your resume with a covering letter explaining your suitability for the position to ERLMS Limited on executivesearch@erlms.com. Please also indicate your current and expected salary packages.

ERLMS Limited

Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.