

## JOB DESCRIPTION

### POSITION TITLE: Sales Administration Assistant

---

#### Principal Accountabilities:

- Prepare quotations and sales contracts
- Handle telephone enquiries and follow-up service
- Update the computer database on a daily basis
- Perform sales administration and clerical duties

#### Qualifications and Experience:

##### Experience:

- About 1 year's clerical experience preferable in sales administration functions
- Fresh graduates will also be considered

##### Education:

- Degree holder

##### Skills:

- Well-versed in Microsoft Office applications, such as Word and Excel and Chinese word processing
- Fast and accurate typing in both English and Chinese essential
- Diligent and meticulous
- Eager to learn and develop a long-term career in the industry

#### What we offer?

- Attractive remuneration packages include variable bonus, retirement benefits with an option of ORSO and MPF and Medical & Dental insurance scheme(s)
- Stable and friendly work environment
- Good career prospects
- 5-day work week
- Birthday Leave
- Examination Leave
- Staff Living Room
- Monthly Employee Event

Interested parties please send your resume together with your expected salary and date of availability to [hrd@arnhold.com.hk](mailto:hrd@arnhold.com.hk) for our consideration.

For further information, please visit our company website: [www.arnhold.com.hk](http://www.arnhold.com.hk)

(Personal data provided by job applicants will be used strictly in accordance with our personal data policy and guidelines which is available upon request. All related information will be retained for a maximum period of 6 months and all personal data will be destroyed afterwards.)