

JOB OPENINGS

To align with our business strategies and upcoming expansion, we are now seeking high caliber candidates for the following positions. If you are interested in the posts, please send resume to joinus@mcfounder.com for further consideration.

1) Retail Sales Manager

Qualification:

- F.7 or above with at least 3 years solid experience in retail management of computer, electronics or fast moving consumer products
- Good command of spoken English, Chinese and preferably Mandarin
- Proficiency in computer skills including MAC, word, excel and PowerPoint
- Responsible, good communication skills and able to work under pressure

Job Specification:

- Manage shops and sales counters, supervise shop staff to ensure a smooth operation in shops / counters
- Prepare reports to management
- Source products, liaise with vendors for pricing and trading terms
- Responsible for inventory management

2) Shop Manager / Shop in Charge / Sr Sales Rep / Sales Rep / Sales Trainee

Qualification:

- Form 5 or above
- Knowledge in notebook, PC and PC peripherals, smartphone or data
- Outgoing with good interpersonal and communication skill
- Proficiency in spoken Putonghua, English and Cantonese

Responsibilities:

- Provide high quality service to customers by:
 - ◆ provide product information and product demonstration to customer
 - ◆ answer enquiries from customers on product and after sales service
- Assist daily shop operation and administration

3) Contract CS Representative

Qualification:

- Form 5 with 1 year customer service, computer, network server or audio electronic equipment experience preferable
- Good interpersonal skill, helpful and patient
- Initiative, able to work independently, self-motivated with good communication skills
- Proficiency in English and Mandarin, computer knowledge as required
- Candidates will work in our Nokia Care Centers at Causeway Bay or Yau Ma Tei

Job Specification:

- Provide solution service to Nokia enduser, product inquiries / trouble shooting on Nokia mobile phone / enhancements

- Support NCC CS and repair centre on product solution issues / product information
- Implement Nokia products evaluation (such as PC support / connectivity, software / product testing)
- Submit Nokia solutioning reports to Nokia and internal party
- Responsible for counter servicing of mobile telephone and accessories
- Handle customers' enquiry and complaint

4) Sales Representative (Nokia Shop)

Qualification:

- Form 5 graduate or above
- 1 year retail sales experience
- Mobile phone and computer sales experience is preferred
- Proficiency in English and Mandarin would be an advantage
- Initiative, able to work independently with good communication skills

Job Specification:

- Responsible for selling mobile, accessories and data product
- Provide product information and high quality service to customers
- To assist daily shop operations and administration

5) Logistic Supervisor

Requirements:

- Diploma in logistics or above, or equivalent
- At least 7 years' experience in logistics, warehouse or freight forwarding industry preferably in distribution
- Familiar with the Hong Kong's Road Structure / System is an advantage
- Responsible, independent, mature, well-organized, stable and good team player
- Strong customer services mindset both internal & external; Able to work under pressure and overtime
- PC knowledge in MS Office, PowerPoint, Excel and Word, & having driving license are in advantage
- Candidates with less experience will be considered as Assistant Supervisor or Logistic Officer

Responsibilities:

- Schedule, arrange and monitor orders and all transactions to ensure orders are delivered on schedule
- Monitor logistic operations accuracy & efficiency of warehouse
- Ensure smooth operations including sales support, order processing, logistics arrangement and distribution to customers
- Coordinate/communicate with subcontractor to ensure services required by customers
- Perform ad hoc duties as assigned
- Prepare various analysis reports

6) Product Executive

Requirements:

- Degree holder in Marketing, Business or related disciplines
- 2 years relevant experience, preferably with sales and marketing aptitudes and skills
- Good command of both spoken and written English, Chinese and preferably Mandarin
- Co-operative, responsible, organized, clear-minded, able to address details and supervise
- Good in computer skills

Responsibilities:

- Supervise a team to handle internal administration, like prepare monthly reports, marketing and sales programmes proposals and records
- Coordinate and communicate with external parties on ordering and delivery
- Assist in formulating, implementing, monitoring and evaluating marketing programmes with both internal and external parties
- Internal and external presentation if required
- Work closely with internal sales team and product team, to prepare product, pricing, inventory, competition and market analyses

7) 物流助理 (跟車送貨)

要求：

- 中一程度
- 無需工作經驗
- 跟車送貨，出入貨倉提貨、交貨

Other Part-Time Openings

- ❖ Logistic Assistant (跟車送貨員)
- ❖ Labelling Worker (包裝工人)