

Wisers Information Limited is the world's largest Chinese content aggregator and technology enabler. Wisers' client base spans leading multinationals, listed companies, academic and government institutions. With headquarters locating in Hong Kong we have offices and operations in Macao, Beijing, Nanjing, Shanghai, Shenzhen, and Taipei. To cope with the Company's continuing growth and anticipation of increasing sales revenue, we are seeking for high caliber individuals for the following positions:

Digital Consultant / Assistant Digital Consultant

Responsibilities

- Conduct research on latest digital and social media trends & best practices, online public opinion or other related studies
- Compile reports to provide findings, insights and recommendations for clients
- Ensure the services provided to clients are timely and precise according to client business needs and specifications while meeting the company's quality standards
- Providing support in quotation and client enquiries
- Handle of other ad hoc responsibilities required

Requirements

- Bachelor Degree Holder in Business, Statistics, Communication, Sociology, Psychology or equivalent disciplines
- Knowledge of market trends, companies, market performance in Beauty & Luxury sector is an advantage
- Good PC skills with strong in Microsoft Office, especially in Excel & PowerPoint
- Strong numeric and logical sense, Self-motivated, Detail-minded and can work independently but also a team player and meet tight deadlines
- Proficient in both written English and Chinese
- 1 to 2 years' experience in marketing research. Less experienced candidates will be considered for the Assistant Digital Consultant position.
- Working Hours: Mon to Fri 9:00am - 6:30pm

Interested parties please apply online or send your most recent CV in MS Word format to hr@wisers.com with an expected salary. Due to the high volume of applicants, only shortlisted candidates will be notified.

(Data collected will be treated as strictly confidential and will be used for recruitment purpose only)

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Translation Officer / Senior Translation Officer

Responsibilities:

- Responsible for producing English and Chinese news summaries
- Perform headline and synoptic translations from Chinese to English and vice versa
- Proofread and edit translated documents
- Responsible for delivering quality translations with tight schedules
- Assist in planning the workflows of translation projects
- Handle other duties as assigned

Requirements:

- Bachelor Degree Holder in translation, English studies or journalism
- At least 1 years' solid experience in English and Chinese translation and editing; experience in translating Chinese-written news into English is highly desirable
- Excellent writing skills in English and Chinese
- Meticulous, highly organized, flexible and able to work in a very fast-paced environment with tight deadlines
- Coordinate with different departments and resource projects assigned to the team
- Well versed in MS Office applications (including Word, PowerPoint and Excel) for the generation of presentations and reports
- Willing to work overtime when needed
- Candidate with more experience will be considered as Senior Translation Officer
- Working hours are from 8:00am to 5:30pm, Monday to Friday, with possibility of extra duties after working hours if situation calls for

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Assistant Pre-Sales and Servicing Manager

Responsibilities:

- Assistant to lead an expanding Account Servicing team, providing excellent and professional consultation services for both existing and potential clients
- To work closely with Sales and internal functional parties to ensure committed service delivery and project implementation
- To handle and follow through customer complaints; take care of all necessary actions including investigation, negotiation with complainants and/or related parties, proposing and delivering resolutions etc.
- To establish sustainable and trustful relationship with clients – leading our client management from "good to great"

Requirements:

- University graduate with solid experience in customer services, minimum 3 years in supervisory level
- Demonstrate excellent leadership and communication skills with the ability to coach and motivate subordinates
- Patient, initiative, client-oriented, capable to work for feasible solutions
- Accustom to multi-tasking and fast-pace working culture
- Good command of spoken & written English, Chinese and Putonghua
- Working experience in PR field or digital media is an advantage

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Account Servicing Specialist

Responsibilities

- Perform excellent and professional consultation services to premium and potential clients
- Provide recommendations on services and solutions to meet and exceed clients' needs
- Establish trustful relationships with clients to uphold customers' loyalty
- Provide instant service support on problem shooting
- Monitor and ensure the service qualify and deliverables.

Requirements

- University graduate with 2 years corporate account servicing experience, servicing Governmental sector is preferable
- Strong negotiation and problem solving skills, experience in Project Management is an advantage
- Independent, self-motivated and a good team player
- Excellent telephone manners and communication skills
- Able to work under pressure and meeting tight timelines
- Good command of written & spoken English, Cantonese and Mandarin
- Well-versed with MS Excel, Word & PowerPoint
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Data Specialist

Responsibilities

- Control and validate data quantity and quality across multiple product platforms
- Support Report Team in data acquisition, BI tools setting, and statistical testing
- Liaison with R&D team for crawler/data issues to enhance operational process
- Participate in Adhoc research projects as assigned by Social Media Research Manager

Requirements

- Bachelor Degree Holder or above, preferably in Statistics, Information Science or equivalent disciplines
- Sound numerical and logical sense, plus detail-minded and problem-solving approach
- A good teamwork player who can also work independently and proactively with minimum supervision
- Good PC and MS Office skills, especially in Excel; Knowledge in VBA, SQL, SPSS and other BI/statistical tools would be an advantage
- Digital savvy professional with enthusiasm about social media and commercial brands
- Experience in database management & administration would be an advantage
- Working Hours: Mon to Fri 9:00am - 6:30pm

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