

MAIKII LIMITED

SALES DIRECTOR ASSISTANT

Maikii (<https://www.tribe-tech.com/en/>) is an Italian Manufacturing company specialized in electronic gadget for the most popular licenses in the world as per Disney, Universal and Warner Brothers. There are different branches operating in Europe, Asia and USA

The Hong Kong commercial office is based in Central since 2013.

Responsibilities:

- Back office, accounting system, QuickBooks knowledge is a plus.
- Basic client assistance.
- Work closely with the director for quotations, presentations, market events.
- Supporting the production team based in China with constant updated information.
- Co working with the Italian team for marketing initiatives.

Requirement:

- 1-2 years working experience in office administration.
- Good interpersonal and presentation skill.
- Highly motivated, dynamic and proactive.
- Proficiency in written and spoken English, Cantonese and Mandarin.
- Good computer and internet skill.

Career Level: Middle/Junior. No prior work experience profile are more than welcome.

Location: Central

Salary: Negotiable, experience based

Employment Type: Full Time

To apply, please send your application to francesco.musto@maikii.com as soon as possible.