

Assistant Operation Manager

TZCJ Company Limited

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Chai Wan, Hong Kong Island

\$15,000 - \$17,000 a month

TZCJ Company Limited

NOSH is one of the fastest growing F&B technology company based in Hong Kong. We are a virtual restaurant that delivers prepared healthy meals to individuals and corporates across Hong Kong. We are building out a customer service and logistics infrastructure to drive further delivery efficiencies. (recently seed funded by Alibaba) We are looking to expand our team.

Your role would be to manage our individual meal plan and corporate orders as well as customer care to ensure a strong relationship built between the brand and customers. We have orders coming in on a daily basis and we need to plan how our customers will receive these orders via our logistics network.

Job responsibilities:

- Respond to customer queries and maintain existing relationships
- Monitor inventory level and assist in inventory replenishment
- Aide operations manager in key account management
- Help participate in Events and Event set up
- Provide general administrative support
- Executing Corporate Orders
- Ad-Hoc duties assigned by Management

On the job training is very important and we have a full two-week course. You will report directly to our Operations Manager who oversees our corporate delivery network

Requirements:

- 2-3 years of working experience, (logistics or customer care preferred)
- Good communication skills, must be fluent in English.
- Hardworking and responsible
- Location: Chai Wan
- Office Hours : 7 am - 4 pm (5 days a week) / Half day Saturday

Candidates with more experience will be considered for other Senior posts.

Job Type: Full-time

Salary: \$15,000.00 to \$17,000.00 /month

Experience:

- Logistics: 1 year (Required)

Education:

- 中學 (Required)

Language:

- English (Required)

Application method:

- Send the CV to sabrina@nosh.hk by **31 August 2018**