

## Management Trainee Program 2021

***Interested candidates should apply through the link below (Video Submitting is needed):***

<https://forms.gle/1Pv8pcktKya4NgCS9>

***(Ref:MT-2021)***

Are you excited to be part of the team impacting 10% Hong Kong people aged 18+? To start your career at the No. 1 Hong Kong based online shopping platform and one of the No.1 of the Top Buzz Rankings in Hong Kong, apply HKTVM Management Trainee Program!

### ***What You Get in Return?***

- Develop your career in the largest e-Commerce leaders in Hong Kong
- Develop strong foundation and complete understanding of the full cycle of e-commerce business so as to advance your career in different managerial positions
- A holistic picture from Decision to Execution to Optimization so as to achieve strategic business targets
- Ability to lead a team at different functions to attain various KPIs

***Competitive salary at HK\$28K together with attractive Talent Benefits, including:***

- Five-day week with flexi working hours before 10.00 am for selected functions in TKO office
- Over 300,000 square feet headquarter, well equipped with self-run canteen and relaxing collaboration area
- Free morning bus from selected districts (such as Tuen Mun, Tsuen Wan, Shatin, etc.) to office and free round trip shuttle bus service to the nearest MTR stations 3 times per hour
- Free broadband Internet line up to 1 Gbps
- Talent 20% Off Purchase Discount Program
- Attractive education partnership allowance
- 16-day annual leave, marriage leave, exam leave, 1-day birthday

leave\*, 2-day family care leave\*, compassionate leave, full pay sick leave, maternity leave and paternity leave

- Comprehensive dental benefit, medical and life insurance coverage
- Professional training and career advancement opportunities
- \*for Talents with over 1-year employment

### ***What is this Program about?***

- We carefully plan your career path with a series of progressive steps to assist you to develop your career in a Fast Growing, Forward Looking, and Technology Driven E-commerce Pioneer – HKTV.
- Step 1 – 12 to 18 months' period: our MT will be given a series of work placements and designated job rotation at different functions, including Merchant Relations, Marketing, Store Operations, Merchant Operations, User Experience, e-Fulfillment, Customer Services, Finance, Corporate Communications, etc.
- Step 2 – 1 to 3 months' period: shadowing with our Senior Management Team
- Step 3 – Last 3 to 5 months' period: "Fight" a role at your desired Function and put all your "LOVE" on it. Plus: different Ad Hoc projects!
- Step 4– You did it or you need adjustment! The program ends here and you will have your final placement at managerial level, or .....
- In short, this program is a fast-track to leadership. The average time of this Program is 18 - 24 months, but the actual timing of completion is subject to your own development.

### ***What Support We will Provide?***

- Mentorship, Training and Shadowing
- You will have an experienced mentor from our Department Leads for guidance on your professional development and career aspirations during the 18 to 24-month program
- You will have on-the-job training, in-house training and external courses to cultivate and solidify the knowledge and management skills required in the day-to-day operations
- You will have 1 – 3 months shadowing with our Senior Management Team

- But, please be ready, you will constantly be challenged to expand your horizon. Regular reviews with the Program Manager and your Mentor throughout each rotation will ensure your optimal development and growth.

### ***Who is Our Right Fit?***

- Recent university graduates from any disciplines with less than 2 years' work experience and possess the following qualities:
- Strong enthusiasm and commitment toward establishing a long-term career in field of e-commerce industry
- With remarkable endurance and courage to face new challenges
- Smart and energetic
- Logical thinking, passionate, positive and self-motivated
- Open-minded and sound inter-personal skills
- Good team spirit and potential leadership ability
- Proficiency in verbal and written English and Chinese
- Retail is a 7x24 business; Online Retail is 7x24x60

Hence, we do not have work-life balance here, but WE WORK HARD  
AND WE PLAY HARD!

***Application deadline : 30 Nov 2020***

## Programmer - New Tech Projects

*(Ref:HKTV-TECHP-2008)*

### ***What You Will Be Doing***

- Write and maintain computer programs or software packages to handle specific jobs.
- Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.

### ***Who is our Right Fit***

- University graduate in Computer Science or related disciplines
- 1-2 years of experience working in system development
- Fresh graduate is also welcomed
- Familiar with the process of SDLC (Software Development Life Cycle)
- Good communication skills and be able to work with internal users
- Fluent in spoken and written English and Chinese
- Candidate with more experience will be considered as Senior Programmer

### ***Who is our BEST Right Fit***

- Experience with Spring framework and Project such as MVC, Integration, Batch
- Experience with tools such as Maven, NPM, IntelliJ, Visual VM, Postman
- Experience with Caching such as Ehcache/JCache
- Experience with Message Broker such as Redis/RabbitMQ

- Experience with Container environment such as Docker/Kubernetes
- Frontend Experience is a plus

## Quality Assurance Officer - Supply Chain

*(Ref:LOG-QA-2008)*

### ***What Will You be Doing***

- Conduct the audit of Warehouse / Frozen Store / Chilled Market / Fruits Garden / Logistic team according to company requirements and Government's relevant compliances
- Assist in implementing and reviewing internal policy, hygiene guidelines / procedures
- Closely work with operation team to control and improve the operational efficiency and quality
- Follow up on customer complaints and provide suggestions on preventive actions
- Make sure routine tests are done on designated items, raw and packaging materials, intermediate and finished goods, and reports are well prepared
- Assist in handling Self-inspection, Product Quality Review and Risk Assessment
- Coordinate the in-house training activities and maintain training records

### ***Who is our Right Fit***

- Degree holder in E-commerce, Supply Chain & Logistic, Food Technology, Quality Engineering / Quality Management or related disciplines
- 2-3 years' experience in establishing, implementing and evaluating Standard Operation Procedures and Standard Operation Procedures' programmes
- Proficient in MS office applications
- Proficient in both written and spoken English and Chinese
- Able to handle multiple tasks under rapidly changing environment while maintaining attention to details and accuracy
- Immediately available is preferred
- Candidate with less experience will be considered as Assistant Officer

## Research Associate (Bio-Medical Engineering project)

We are seeking a Research Assistant to support the research in the Bio-Medical field. Your main duties are analysing the feasibility, resourcing and exploring the targets researching objectives with report writing to senior management.

### ***What You Will Be Doing***

- To perform analysis, feasibility study, exploring related resources
- Conduct industry channel checks on a regular basis
- Assist in research report writing, generating findings and ideas for sustainability
- Liaising with corporate and presentations in research results

### ***Who is our Right Fit***

- Bachelor Degree in bio-medical sciences, medicine, biochemistry or bio-engineering related disciplines
- Strong analytical and modelling skills
- Exceptionally high levels of personal motivation
- Excellent attention to detail, ability to multi-task and strong organisational and communication skills
- Familiar with MS Office and software that related to the projects
- Proficiency in written English is a MUST
- Fluency in English and Cantonese

Interested candidates are invited to send a comprehensive resume stating current and expected salaries to [career@hktv.com.hk](mailto:career@hktv.com.hk)

## Mechanical Technician

*(Ref:WH-MT)*

### ***What Will You be Doing***

- Support implementation and maintenance of automatic pick pack and storage system
- <https://www.youtube.com/watchv=1jlo5LNpMGA>
- [https://www.youtube.com/watch?v=th\\_gAQapwfA](https://www.youtube.com/watch?v=th_gAQapwfA)
- Responsible for quality assurance of the system
- Perform machine maintenance and regular inspection

### ***Who is our Right Fit***

- Diploma or above in Mechanical Engineer or Manufacturing or equivalent
- Registered Electrical Worker in Grade A would be an advantage
- 1-2 years' project experience in E & M engineering
- Fresh Graduate is also welcomed
- Good command of written and spoken English is an advantage, as the project needs to work with vendor from overseas
- Self-motivated and able to handle project independently



## Customer Service Executive

*(Ref:HKTVCSE-202001)*

### ***What You Will be Doing:***

- Handle customers' enquiries and respond in an efficient and professional manner
- Deliver excellent service in consulting solutions and improve customers' satisfaction level via different channels
- Provide proactive follow up and quality services
- Work closely with internal parties to ensure timely, efficient and effective service to customers
- Support special of ad hoc projects to ensure the team runs smoothly

### ***Who is our Right Fit:***

- F.5 or above with a minimum of 2 years' customer services experience preferred
- Fresh Graduate is welcomed
- Highly motivated and able to work independently with strong sense of responsibility
- A good team player and desire to work in a team-oriented environment
- Excellent command of English, Cantonese and Mandarin
- Proficiency in Chinese word processing & MS Office is essential
- Excellent service manner, self-motivated, detailed-minded and willing to work under pressure
- Immediate available is highly preferred
- Possess recognized insurance licenses candidates (with pass IIQE examination paper 1, 2, 3) will be considered to employ as Customer Service Executive / Senior Customer Service Executive (Insurance)
- Flexible working hours. Non overnight shift duty

**Merchant Relationship Manager (Fashion / Beauty Brands) /  
(Hospitality, F&B and Service Deals)**

***(Ref:MERC-RM-2005)***

***What you will be doing***

- Achieve sales targets, recruit quality merchant partners and source product variety of assigned categories (Beauty / Fashion / Electronics products/etc) / (Hospitality, F&B and Service Deals) for HKTVmall.com
- Manage merchant relationship including negotiation of partnership terms, promotion offers and operation supports
- Explore new market and keep track of product trend for new products and new merchant partnership
- Coordinate with marketing for the ultimate goal of conversion

***Who is Our Right Fit***

- Higher Diploma or above with at least 2 years relevant working experience
- Fresh graduate is also welcomed
- Experience in e-commerce / retail industry is an advantage
- Excellent presentation and negotiation skills
- Good command of spoken and written English
- Independent, outgoing, presentable & enthusiastic with a strong sense of responsibility