

Enterprise Account Assistant (Full-Time)

- Role Description

- Represent top performing restaurants internally within foodpanda, while supporting the Enterprise team on external communication and management
- Assisting Enterprise Account Managers on operations such as Salesforce management, PowerPoint presentation preparation, menu management, support ground operations, as well as other administrative duties such as meeting arrangement
- Regular communication with internal departments, collect and consolidate team requirements and product work accordingly
- Clear communication on the progress of monthly/quarterly initiatives
- Ensure timely and successful delivery of our solutions according to partner restaurants' needs and objectives
- Coordinate organizational project matters and manage all daily project management issues

Desired Skills and Experience

- Minimum 1 year of experience in sales supporting role, possess strong communication skills
- Ability to analyse and draw inference from data
- Detail-oriented with proven ability to manage multiple projects at a time
- Proficiency in both English and Cantonese, fluency in Mandarin would be a plus
- Knowledge in Chinese Word Processing is mandatory
- **Fresh graduates are welcome**

- Please kindly forward any applications to Roderick Chow (roderick.chow@foodpanda.hk) or Mandy Mak (mandy.mak@foodpanda.hk).