

Job Description

Company Name: HKT Services Limited
Brand Name: CSL Mobile Limited
Job Title: Sales Operation & Marketing Executive
Department: Sales & Marketing Department
Work Mode: Full-time

A Brief Company Introduction

csl is a mobile service brand of CSL Mobile Limited. csl is the leading provider of mobile communications and holds the widest range of radio spectrum of any mobile network operator in Hong Kong. Our new 5G service comes complete with a spectacular breed of audio-visual entertainment, riding on 5G hallmarks of ultra-high speed, massive connectivity and ultra-low latency. csl's differentiation from competitors is served by a richness of expertise, diverse partner relationships and an approach that enables customers to see the world differently. CSL Mobile Limited is a subsidiary of HKT.

Website: <http://www.hkcsl.com>

Responsibilities

- Provide clerical supports on daily sales operations and/or marketing programs
- Follow prescribed procedures and workflows to complete assigned tasks timely and accurately
- Monitor sales activities to ensure they are comply with predefined procedures and standards
- Perform market research and analysis on market trends
- Prepare reports and provide support on ad-hoc projects as assigned

Requirements

- Proactive, attentive to details, enjoy team work with ability in handling multi-tasks
- Good command of written and spoken English and Chinese; Applicant with native Mandarin speaking and/ or with China exposure will be an advantage
- Proficient in using PC software and MS Office applications including Word, Excel, Access & PowerPoint