

Job Description

Company Name: Catalo Natural Health Science Ltd.

Brand Name: Catalo

Job Title: Project Executive

Department: Project Management

Work Mode: Full-time Part-time

Job Mode: Summer Internship Permanent (for Year 4)

A Brief Company Introduction

Catalo Natural Health Science Ltd. is a company that specializes in natural health supplements. Originating from the United States, Catalo offers over 200 high-quality natural health products designed to promote true health and beauty¹. Their products are crafted with natural, high-efficacy, and safe ingredients to ensure the best health benefits.

Responsibilities

- Support to develop data models to monitor business performance and provide insight.
- Assist to review business workflow with various parties for P&L tracking and dataflow to ensure data accuracy.
- Consolidate requirements and communicate with different departments and support on business analysis and reporting.
- Create reports to monitor business performance.
- Understand customer needs, offer tailored solutions, explore new business opportunities, and nurture client relationships.
- Enhance your analytical and business development skills.
- Collaborate with senior management in client meetings.
- Support projects assigned by supervisor.

Requirements

- Excellent analytical skills with strong data sense
- Strong sense of responsibility, detail-minded and hardworking
- Ability to handle multi-task and work in a fast-paced environment.
- Good team player and proactive attitude
- Advanced command of MS Excel, Word, and PowerPoint.
- Good command of written and spoken in English and Chinese

For those interested students, please send your CV and covering letter directly to recruit@catalo.com.hk with the subject of captioned post. Thanks and regards.