

Job Description

Company Name: HKT Services Limited
 Brand Name: HKT
Job Title: Sales Operations & Marketing Executive
 Department: Sales & Marketing Department
 Work Mode: Full-time Part-time
 Job Mode: Summer Internship Permanent (for Year 4)

A Brief Company Introduction

A member of HKT, the market's only quadruple-play experience provider, the Consumer Business Group offers an array of telecommunications and smart living products and services. Adopting a customer-centric approach, we devise one-stop solutions that meet our users' connectivity, communication, entertainment and education needs. By leveraging the synergy among our businesses as well as advanced technologies such as artificial intelligence and robotics, we boost operational efficiency while enriching the customer experience through continued innovation.

HKT's Consumer Business Group encompasses multiple brands, including 1010, csl, NETVIGATOR, Now TV, HKT Home Phone, HKT Premier, HKT education, Smart Charge and more.

<https://www.hkt.com/>

Responsibilities

Sales Operations & Marketing Executive

Your role

- Provide administrative support on daily sales operations, training and/or marketing programs
- Follow prescribed procedures and workflows to ensure accurate and timely completion of assigned tasks
- Monitor sales activities for compliance with predefined procedures and standards
- Conduct market research and analysis to identify market trends
- Prepare reports and assist with ad-hoc projects as assigned

Requirements

To succeed in this role

- Proactive, attentive to details, and able to manage multiple tasks
- Proficient in PC software and MS Office applications including Word, Excel & PowerPoint
- Familiar with Final Cut Pro, Videography and/or Photography will be a plus
- Proficiency in Mandarin and/or experience in the China market would be advantageous