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Post Date 26-Sep-11

Employer Ref. S-147 JobsDB Ref. JHK100003000982193

The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group. of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest Independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Retail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

Account Servicing Executive

Responsibilities:

- Follow up sales order with local and overseas market
- Assist in issuing quotation
- Provide sales support to the sales team & management
- Answer customers' enquiries via telephone, email and fax
- Perform ad hoc assignments

Requirements:

- Form 7 or above
- Good command of spoken English & Cantonese, Mandarin is an advantage
- Team player, self-motivated and presentable
- Good telephone manner and good analysis skills
- Proficiency in MS Office and Chinese typing
- Able to work under pressure
- Working experience will be an advantage but not essential

Please visit our web site www.royaleasia.com for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com

All information collected will be used for recruitment purpose only.

Career Level	Middle
Yr(s) of Exp	1 year
Qualification	Matriculated
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Sales, CS & Business Devpt > Sales - Sales Management Sales, CS & Business Devpt > Others Others > Student / Fresh Graduate / No Experience
Location	Kwun Tong Area
Salary	HK\$10K - HK\$11K
Employment Type	Full Time, Permanent
Others	Fresh Graduate will be considered

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