

An international consumer products testing, inspection and certification company, STC ([www.stc.group](http://www.stc.group)), with headquarters in Hong Kong, is looking for high caliber candidates to fill the following positions. Interested parties, please send detailed resume with expected salary to HR Department by email: [career@stc.group](mailto:career@stc.group)

## **Assistant Technical Officer (Chemical, Food & Pharmaceutical Products Testing)**

### **Responsibilities:**

- To conduct tests in accordance with prescribed procedures
- To assist group leader in providing technical support to clients
- To produce traceable test records in suitable format
- To develop new test methods / optimize existing analytical procedures whenever necessary

### **Requirements:**

- Diploma or above in Chemistry/ Food Science/ Microbiology/ Molecular Biology or related disciplines
- Previous experiences in testing industries would be an advantage
- Fast learner and willing to work overtime
- Proficient in English, Mandarin and Cantonese.

## **Assistant Technical Officer (Electrical Products Testing)**

### **Responsibilities:**

- Responsible for EMC, RF, 5G tests development
- Responsible for conducting EMC, RF, 5G tests on electronic products
- To perform tests within respective sections and maintain clean working area
- To prepare reports and certificates
- To perform maintenance and calibration of equipment
- To perform work relating to laboratory safety and housekeeping
- To perform quality assurance work
- To perform other necessary duties as directed by superiors

### **Requirements:**

- Degree / Higher Diploma / Diploma or Equivalent in Electrical / Electronics / Telecommunication Engineering
- Familiar with various EMC / RF / 5G product standards, such as CE and FCC etc.
- Good communication skills
- Good writing and reading in English and Chinese

## Marketing Communications Assistant/ Executive

### **Responsibilities:**

- Provide administrative and marketing support
- Familiar with internal systems and be able to work with various departments to ensure the internal procedures are followed through
- Handle and organize filing systems effectively
- Perform ad hoc assignments as required

### **Requirements:**

- Diploma or above
- Good typing skills in Chinese and English
- Familiar with MS Office (Word, Excel and PowerPoint)
- Responsible, multi-task & well-organized
- Candidates with marketing or design experience are preferable
- Candidate with less experience or academic background will be considered as Marketing Communications Assistant

## Sales & Marketing Executive (Toys & Children Products)

### **Responsibilities:**

- Build up closely relationship with clients
- Actively seek out new sales opportunities
- Prepare and deliver the presentations on service
- Participate on behalf of the company in exhibitions/ conference
- Handle customer enquiries, quotation and correspondence
- Conduct market research to identify selling possibilities and market trend

### **Requirements:**

- Degree / Higher Diploma holder in Engineering / Science / Business or related disciplines
- Working experience in Toys and Children's Products sales and marketing field, preferably from testing laboratory
- Customer-oriented, strong communication skills, well organization skills and able to work under pressure

Proficient in English, Mandarin and Cantonese