

Are you ready to kickstart your career in Sales & Marketing? Join Orient Fair Development Limited as an Intern – Sales and Marketing and gain hands-on experience in office management, stock management and project management and much more!

Office Location: Kwai Hing

 Internship Duration: 2-3 months

Job Description:

1. Generating product information for the website and promotional materials.
2. The candidate may need to work at external locations to assist with marketing events.
3. Assisting in organize promotion and sales events, prepare promotion materials for retail stores
4. Assisting retail manager with visual merchandising and inventory layout of retail stores

5. Operating in Point-of-Sale (POS) System and prepare various sale reports
6. Manage databases and input information, data, and records
7. Helping different teams and areas of a business with tasks and projects.
8. Sample Management

Job Requirements:

- Students with Any Majors
- Proficient computer skills, including Microsoft Office (Word, PowerPoint, and Excel)
- Assisting with documentation, proposals, and team coordination
- Fluent in spoken and written English and Chinese
- Interested in Outdoor / Sports Activities