

**Lingnan Institute of Further Education
Internship and Career Service Scheme 2017**

職位編號 : Job#20170104



Dip Dip Education

DipDip was created by a group of enthusiastic educationalists and designers from countries around the world, including the US, UK, France, Spain, Japan, China, Taiwan and Hong Kong. The mission is to inspire and nurture the next generation by fun learning and values education.

Educational Sales & Administrative Executive (Internship\Trainee)

[No. of vacancy : 3]

We offer a pleasant working environment in a convenient location near Kwai Fong station. To cope with our expansion, we are now looking for high caliber individuals to join our team of passionate and dedicated educators.

Requirements

- Students from any disciplines are welcomed.
- Confident, proactive, hard-working and energetic team player who are able to work independently and effectively
- Persuasive and have a strong will to achieve goals
- Good communication and interpersonal skills.
- Good command of written and spoken English and Cantonese
- Competent computer skills including MS Word and Spreadsheet Processing
- Immediate available is highly preferred

Responsibilities:

- Design sales and promotion strategy with our educators.
- Arrange and perform sales activities, including school visits and partners meeting.
- Liaise with our business partners, schools and colleagues.
- Handle and follow up sales enquiries.
- Perform coordination and administration work.

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職位詳情

公司名稱	優場耀協社有限公司
薪金/津貼	可議，按能力及經驗而定；提供獎金及津貼。

分類詳情

工作地區	葵芳
行業	幼兒教育
工作性質	幼兒教育課程及教具研發、行政工作
招聘性質	實習及全職；實習表現良好者有機會獲聘為全職員工。
工作時間	9:00-18:00
所需學歷	高級文憑或以上學歷持有者