



## **SUPERMOON CONSULTING**

[www.supermoon-consulting.com](http://www.supermoon-consulting.com)

We are a consulting agency helping fashion and lifestyle brand to maximise their potential and develop their business in the Asian market, with a focus in Greater China.

Based in Hong Kong, we are starting company with a fast growing potential.

## **JOB DESCRIPTION**

### **SALES ADMIN ASSISTANT**

Reports to director

Based in Hong Kong, we are a consultancy company with a fast growing potential.

We help lifestyle and fashion brands to develop their business in the Asian market, with a focus in Greater China.

Deliverables and performances are highly regarded.

- Assist the director/ account executive in daily correspondences with key clients and partners
- Supports business across assigned brands product categories
- High level of coordination, follow ups and communication with the client(s) and operations related teams (logistics, finance)
- Handling high-level of customer contact on a daily basis (by telephone, email, in-person visits) and managing
- Researching new channels, markets, and customers within assigned markets; and identifying new relevant opportunities for the brand
- Understanding of merchandising, finance, logistics, retail operations

### **Who are we looking for:**

- Bachelor degree
- Highly motivated candidate, ▪ Interested in working in fast-paced, agile commercial environments of a growing start-up company
- 1 year of relevant experience is preferable; fresh Graduates are welcome
- Excellent command of both spoken and written English and Chinese (Cantonese & mandarin)
- Proficiency in MS Office Applications and Chinese Word Processing
- Salary: negotiable + performance Bonus

### **Full-time**

Salary: negotiable, + Bonus

Hybrid format (office & working from home)

Entry level, fresh graduates are welcome

Opportunities to develop your career with us

### **Application method**

Submit your CV and cover letter to [j.tse@supermoon-consulting.com](mailto:j.tse@supermoon-consulting.com)