
Account Servicing Executive

Responsibilities:

- Support sales team in handling daily clients' enquiry
- Develop good rapport with existing and potential clients
- Coordinate all relevant parties in a professional manner
- Assist sales team to achieve sales goals

Requirements:

- HKDSE or equivalent
- Fresh graduates are welcomed to apply
- Proficiency in MS Office and Chinese typing
- Excellent interpersonal and communication skills
- Able to work independently, multitask and self-motivated

Working Hour:

- Monday – Friday (09:00 – 18:30 / 10:00 – 19:30)

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave etc.

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

All information collected will be used for recruitment purposes only.