

# Property and Promotion Officer / Assistant

## Roles & Responsibilities:

- To manage a portfolio of investment properties [including leasing and selling investment properties, drafting and posting related advertisement, maintaining (especially electrical appliances) and renovating properties, collecting outstanding rental;
- To provide promotional support (including arranging advertisements, managing company's website, drafting promotional materials, improving external and internal corporate image, arranging time schedule for top management as guest speaker in forum and interview) and general administration duties to our head office and three branches in Island East and Shatin;
- To handle legal matters concerning running after the company's outstanding commissions;
- Apart from management of properties, legal matters, promotional and administration duties are interesting and challenging. Training will be provided when needed;
- The chances for handling such diversified tasks are not common in other companies. Such exposure does not only enrich your working experience, but also give you a practical opportunities to sharpen your generic skills and hence a better prospect.

## Requirements for Officer:

- Degree holder is preferred
- 2 years of relevant working experience will be required
- Ability and willingness to handle multi-tasks
- Good communication skill and strong analytical mind
- Good command of written & spoken English & Chinese writing skill
- Proficiency in MS office applications, Excel, PowerPoint
- Fast and accurate Chinese (倉頡/速成) and English processing is a must
- Knowledge of web design will enjoy application advantage
- Immediate availability is preferred

\*\*Applicants with less experience or fresh graduate may be considered as Property Administration and Promotion Assistant.

Interested parties please send your CV together with your **expected salary and date of availability** to the Personnel & Administration Department by e-mail to [info@easyproperty.com.hk](mailto:info@easyproperty.com.hk) or via fax to 2721 6668.

\* Personal data collected would be used for recruitment purpose only.