

Medical Sales Representative

Job Highlights

- Degree holder in science or related discipline
- Fresh grad. will be considered as Med. Sales Rep
- Immediate availability is highly preferred

Job Responsibilities:

- Promote and develop local sales in clinics, medical groups and medical centres
- Identify and develop new accounts and initiate effective sales and marketing plan
- Establish good relationship with clients and expand clients base

Job Requirements:

- Degree holder preferably in science or related discipline
- A minimum of 1 years' relevant experience gained from pharmaceutical/healthcare industry. Candidate with medical groups sales experience has an added advantage.
- Good interpersonal and co-ordination skills; proactive, responsible, and willing to work as a team
- Self-motivated and able to work under pressure
- Keen to meet challenges and deliver result
- Good in both spoken and written English and Putonghua
- **Fresh graduates will be considered as Medical Sales Representative**
- Immediate availability is highly preferred

Working Location: Wong Chuk Hang

Coordinator, Customer Care

Job Highlights

- Perform full chain of order fulfillment
- Support the digitalization, operations projects
- 1-2 years relevant working experience

Job Responsibilities:

- Reporting to Senior Manager of Operations Excellence to support the projects on transformation, digitalization and automation
- Perform full chain of order fulfillment from various platforms timely and accurately
- Monitor consignment fill-up, replenishment and settlement
- Liaise with internal and external stakeholders on all order related issues
- Deliver quality service in handling inquiries, order status tracking, complaints
- Manage inventory and maintain tidiness of the designated service room
- Create and maintain customer profile and membership program
- Demonstrate call center professional manner and service excellence
- Record, summarize and support system maintenance, support and back up pricing update/maintenance (if necessary), prepare periodic reports for management review
- Ad hoc project support

Job Requirements:

- Secondary education/Diploma holder and/or above
- 1-2 years working experience in Order Processing / Sales Administration / Customer Services
- Team player with good interpersonal and business communication skills, possess a growth mindset
- Good command of English
- Proficiency in MS Office applications
- Knowledge in SAP operations will be advantageous
- Candidates with more experience will be considered as Senior Coordinator, Customer Care

Working location: Wong Chuk Hang

Key Account Executive, FMCG

Job Responsibilities:

- Assist Key Account Manager on managing the assigned key accounts, including e-commerce platforms such as Ztore, Pandamart, HOME+ etc.
- Plan and executive trade promotion and sales activities to achieve sales target
- Conducting sales promotion analysis, sales performance, revenue and margin analysis
- Assist in planning & forecast, as well as other ad-hoc projects

Job Requirements:

- Degree/Higher Diploma or above in Business Studies, Marketing or related disciplines
- A minimum of 1-2 years experience with knowledge of key account management / key channels structure
- Experience in "Buyer" or "Category" of FMCG is definite an asset
- Candidate with e-commerce background is a plus
- Result oriented, data sensitive and strong analytical skills
- Good Communication and presentation skills

Working location: Wong Chuk Hang

Marketing Executive, FMCG

Job Responsibilities:

- Assist to develop and implement marketing programs to achieve sales target
- Provide marketing ideas, insights and analysis of designated brands
- Maintain efficient communication and rapport with clients, agencies and internal colleagues to execute marketing and sales activities
- Responsible for inventory control and operation support

Job Requirements:

- Degree / Associate Degree holder in Marketing, Business Management or related disciplines
- Minimum a year relevant experience, preferably in Retail / FMCG industry
- Good command of both written and spoken English & Chinese
- Proactive, strong analytical and communication skills

Working location: Wong Chuk Hang

Specialist, Quality Control

Job Highlights

- Degree in science or above
- GMP / GDP / ISO / Quality Management System
- Registered AP for secondary packaging

Job Responsibilities:

- Carry out quality control activities of secondary packaging for pharmaceutical products including:
 - All necessary in-process controls checking
 - The finished product is correctly packaged and checked, according to defined procedures
 - Inspection of packaging material
 - Inspection of starting material
 - Preparation of Starting Material specification
 - Record results of inspection and finished products is formally assessed against specification
 - Review and evaluation of Batch Record and assessment of deviations from specified procedures
- Perform SAP release and approval of repack specification
- Liaise with Quality Assurance, Production and Sales and Marketing Departments to review and maintain operation of secondary packaging activities for pharmaceutical products
- Ensure all secondary packaging activities are in accordance with the local GMP Standard and the quality of repacked products is maintained
- Participate in external and internal audits related to secondary packaging operation
- Identify and resolve quality assurance issues under secondary packaging of pharmaceutical products, including deviation investigate, customer complaint, conduct risk assessment, propose corrective and preventative action.
- Plan and foster staff training to maintain continuous improvement of GMP
- Assist in preparing, maintain and updating GMP, GDP and ISO related documents
- Complete and maintain team's KPI
- Plan and perform staff training to maintain continuous improvement of GMP
- Assist in Vendor Evaluation related to secondary packaging

Job Requirements:

- Diploma or Degree holder in Science related course, fresh graduates are welcome.
- Preferably 2 years' experience in pharmaceutical industry.
- Candidate with experience in secondary packaging of pharmaceutical products would be an advantage.
- Knowledge of GMP / GDP / ISO / Quality Management System would be useful.
- Self-motivated and able to work independently.

Work location: Tsing Yi

Marketing Executive (Pharmaceutical)

Job Highlights

- Coordinate with sales team for marketing programs
- Provide marketing ideas, insights and analysis
- 1-2 yrs' marketing exp, Welcome Fresh Graduate!

Job Responsibilities:

- Coordinate with sales team to implement marketing programs to achieve sales target
- Provide marketing ideas, insights and analysis of designated brands
- Responsible for inventory control, marketing and operation support
- A&P management and spending monitoring
- Maintain efficient communication and rapport with clients, agencies and internal colleagues to execute marketing and sales activities & ensure smooth day to day operation

Job Requirements:

- Degree holder in Science or related disciplines
- 1-2 years' marketing experience preferably in pharmaceutical / healthcare industry
- **Fresh graduates are welcome to apply!**
- Creative, self-motivated, aggressive and energetic team player who able to work independently
- Independent, resourceful and good problem-solving abilities
- Good command of both written and spoken English & Chinese
- Proactive, strong analytical and communication skills

Working location: Wong Chuk Hang

Specialist, Distribution Centre Operations, Supply Chain Management

Job Responsibilities:

- Execute local transport strategies, plans and processes to ensure delivery on time with minimum cost, and in alignment with Group's policy
- Prepare transport schedule including mode and route to ensure everyday deliveries (in full and on time)
- Coordinate resources required including manpower resources, trucks and drivers to ensure efficient transport operations
- Coordinate communication and resolve vendors' performance/issue to ensure fulfillment of contractual service commitments
- Handle internal & external customers' inquiries, requests and complaints related to delivery, billing statements preparations and validations
- Investigate any incidents and take appropriate corrective/preventive action promptly
- Monitor on service providers' performance through regular meetings and make sure service quality and deliverables always achieved in accordance with contractual agreement

Job Requirements:

- Diploma/certificate in Supply Chain, Logistics Management or related field
- Demonstrate basic knowledge in warehousing, distribution, transport, inventory and supply chain processes
- Minimum 2 years' experience in similar role
- Able to work independently as well as a team member
- Good communication and interpersonal skills
- Good command of both English and Chinese with PC knowledge
- Fresh Graduates are welcome

Work location: Kwai Tsang Area

Analyst, Quality Assurance

Job Highlights

- Diploma or Degree holder in science related course
- Experience in working with pharmaceutical industry
- ISO 9001, ISO 13485, GDP and PIC/S GMP practices

Job Responsibilities:

- Support maintenance of quality assurance procedures, processes and standards to ensure alignment to global DKSH quality policy and local regulatory guidelines
- Assist in improving quality assurance systems, including the development of SOPs, quality checklists, supporting tools and techniques
- Assist in handling of complaints, deviations, and change control
- Assist in qualification, validation of equipment and facility
- Perform data analysis to identify areas for improvement in operation and processes
- Maintain all controlled document files and quality records in a timely and accurate manner
- Provide training to employees on quality awareness and offer technical assistance to production on quality and process improvements as well as trouble shooting when necessary
- Other ad hoc QA activities as assigned by management

Job Requirements:

- Degree/Diploma holder in science related courses
- Fresh Graduates are welcome
- Good communication skills in both English and Chinese
- Proficient in MS Office applications
- Experience in working with pharmaceutical industry is preferred (but not a must)
- Certificate in quality management system is preferred (but not a must)
- Knowledge in ISO 9001, ISO 13485, GDP and PIC/S GMP practices, standards is preferred (but not a must)
- Candidate with more experience will be considered as Specialist, Quality Assurance

Working location: Mapletree, Tsing Yi