

(1) Customer Relationship Executive

Responsibilities:

- promote programs, prepare proposal plans & presentation to clients
- conduct tele-sales & course consultation to clients
- sales-related administrative & follow up work
- establish & maintain professional relationship with clients independently

Requirements:

- Form 7 or above with 2 years relevant experience
- Corporate/school sales experience is an advantage
- Strong communication, interpersonal, presentation, customer service and negotiation skills
- Good command in oral & written English and Chinese, Putonghua is an advantage
- Knowledge in MS office and fast typing
- Willing to take challenge
- Immediate available

We offer attractive remuneration packages and excellent career opportunities. Interested parties, please send full resume with expected salary by email job@putonghua.com

(2) 普通話合約教師 (全/兼職)

- 具國家語委普通話水平測試一級水平
- 中五畢業或以上，欲從事教育工作
- 流利英語，能與外籍人士溝通/ 教授朗誦 / 會考/ 中文寫作技巧/ 廣東話經驗者優先考慮

有意請親繕履歷表連同要求薪金, [電郵至 career@putonghua.com](mailto:career@putonghua.com) 或傳真至 2117 1170.