

To cope with our rapid growth, we are looking for high caliber individual for the following position:

Senior Executive Officer / Executive Officer / Contract Administrator

Responsibilities:

- Management of contracts, handle contract compliance & administration duties for all retail outlets and projects.
- Assist in designing business specifications, process documentations and plans
- Facilitate the efficiency of contract administration process
- Work closely with sales & operations team, vendors and contractor's stakeholders in order to enhance project performance
- Ensure the projects comply with company standard
- Assist management to study future retail opportunities to maximize retail earnings for the company
- Prepare reports and market analysis, etc., for senior management
- To assist in other ad hoc assignments as required

Requirements:

- Degree holder in Business Administration or relevant disciplines
- Minimum 4 years' relevant working experience, preferable in retail industry or mall management
- Knowledge of business best practices
- Possess a strong attention to detail
- Able to work productively & independently and as part of a team
- Good command of spoken & written English, Cantonese and Mandarin
- Good interpersonal and communication skills, organized, detail-minded, analytical ability
- Candidate with more experience can be considered for a higher position

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to hr@newyaohan.com

Company website: www.newyaohan.com

(Personal data collected will be used for recruitment purpose only)