**Sales and Marketing Assistant**

A friendly, positive and presentable person is required to assist us to promote, market and sell one of the world’s Premier Tea brands across HK, Macau (and Greater China Markets).

We are looking for a friendly, creative, hardworking person with good communication & presentation skills who is organized with a good command of English and Cantonese

**Duties:**

* Identify, approach and meet with potential Customers to make sales of Riston & Queensley Tea.
* Assist with the development and execution of a sales strategy, sales materials, promotional activities and direct marketing campaigns.
* Assist with promotional events and trade shows and assist with the preparation of presentations, proposals and other sales and marketing tools for these events
* Use social networking and online forums and directories to facilitate sales and increase brand and product awareness
* Help maintain Company web site, brochures, sales materials & information packs to .
* Undertake special projects and ad-Hoc requests to assist the Directors in growing and expanding the business.

**Type of person and skills required:**

Frendly, motivated, person who is well-organised and can work to sales targets.

Good verbal and written language skills – Ability to speak, read and write English and Cantonese (and Mandarin ) a must.

Mature, responsible and self-motivated individual who can work independently but also in a team.

Ability to adapt to a changing priorities and environments and is interested to learn and grow with the company.

Friendly with a positive “can-do” attitude. Good negotiating and influencing skills

Proficient in general computer use, including Microsoft Office, Windows 7 (Word, Excel, Powerpoint etc) Adobe, Skype, MSN, QQ.

Previous experience in a sales/marketing or retailer preferred but not essential.

**Position Details**

Currently Part time role. Salary – Base Salary plus commission on sales made (No cap on Commissions).

Flexible Hours – Max of 20 hours per week. 3 - 4 hours/ day- 4-5 days/Wk is acceptable.

Location – HK Island, but travel required for client meetings.