

## ■ Assistant Officer/ Officer – Sales Information

### Responsibilities

- Prepare sales reports to management on a regular or ad hoc basis
- Analyze report data and trends for management review
- Develop dashboard, workflow charts and visual diagrams to provide valuable business perspectives

### Requirements

- Degree in Business Administration, Computer Studies, Information System or related discipline
- 1 year experience of handling sales information, sales reports, and system administration. Fresh graduates will also be considered
- Good analytical, communication and interpersonal skills
- Hands on experience in SAP modules – SD / MM, is an asset
- Proficient in MS office software applications in particularly Excel and Access
- Immediate available candidate will be an advantage

We offer attractive pay package, comprehensive training and career prospects. Interested parties please send the detailed resume including present salary and expected salary to [Career1@sanmiguel.com.hk](mailto:Career1@sanmiguel.com.hk) or via Whatsapp 6119-3260.

Personal data collected is solely for recruitment and employment related issues. It will be kept in strict confidence and disclosed only to those who have a legitimate interest in the application. If the application is unsuccessful, the whole document will be destroyed immediately upon the conclusion of the employment decision.