



Operation Officer

We provide telehealth services for the Chinese Medicine sector. We connect user to Chinese Medicine Practitioner making a consultation easy and stress few. Being a game changer in the industry, we aspire to be the first call to everyone's healthcare needs.

We are looking for a highly motivated and disciplined individual to join the team to grow our business in the dynamic startup environment. Together, we are here to make a difference!

Responsibilities

- Responsible for general office operational work
- Detailed oriented, able to work under pressure, independent
- Simple data input, record updating
- Social media marketing
- Prepare monthly reports, supplier invoice verification
- Job nature challenging and full of learning opportunities

Requirements

- 1-2 years relevant experience
- Fresh graduates will also be considered
- Excellent communication skills in both written and oral English and Chinese
- Good in computer skills, e.g. Word, Excel, Powerpoint, canva, wix, etc.
- Eager to learn
- Self-discipline
- Degree Qualified
- Proficiency in Chinese and English

Others

- 5 days week (may be required to work on weekends for special events)
- 14 days annual leaves
- Office in Cyberport
- Salary HK\$11,000 - \$18,000 per month depending on experiences

Application

Interested candidates please contact: cs@ecgocare.com