



## Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0708088F**

Date: **19-Aug-08**

Post: **Marketing Executive Trainee**

No. of Vacancies: **1**

Name of Organization: (English) <b>Cottage Vineyards (International) Limited</b>	
(Chinese) 村鄉葡萄園(國際)有限公司	
Address: <b>Suite 7B, 7/F., Yu Wing Building, 64 – 66 Wellington Street, Central, HK</b>	
Web site: <b>N/A</b>	
Business Nature: <b>Trading wine wholesales</b>	
Working Location: <b>Causeway Bay</b>	
Working Hours: <b>9 Hours</b>	Commencement Date: <b>N/A</b>
Salary: <b>HK\$8,000 – 8,500 / month</b>	Other Benefits: <b>10 days paid Annual leave, Relaxing work environment in the heart of Causeway Bay</b>
Job Descriptions: <b>Planning and execution of marketing and public relations projects including:</b> <ul style="list-style-type: none"> <li>● Handling media relations</li> <li>● Planning, executing and following up Press Conferences, Seminars, Wine Dinners, Exhibitions and other events, and</li> <li>● Producing marketing and public relations support materials</li> </ul>	
Requirements: <ul style="list-style-type: none"> <li>● Independent, hardworking and self-motivated</li> <li>● Good personal and communication skills in both written and spoken English and Chinese</li> <li>● Degree or diploma holder</li> <li>● Strong time management and organizational skills, ability to work under pressure, and handle several projects at the same time</li> <li>● Preference for studies in public relations and marketing</li> <li>● Immediate availability preferred</li> </ul>	
Special Knowledge/ Skills: <b>N/A</b>	
Application Procedure:	
<input checked="" type="checkbox"/> By Email: <a href="mailto:tastings@cottagevineyards.com">tastings@cottagevineyards.com</a> <input checked="" type="checkbox"/> By Fax: <b>3542 4599</b>	
<input checked="" type="checkbox"/> <b>Submit Covering Letter/Full CV</b>	
Application should send to: <b>Mr. Ken Li (Tel: 2395 1293)</b>	
Closing Date: <b>17 September 2008</b>	
Remarks: <b>N/A</b>	