

**FOR YEAR 4  
STUDENTS ONLY!**

# INTERNSHIP

## EVERFAST RECHARGEABLE LIMITED (HONG KONG)

### POSITION WANTED:-

1. Administration / Sales Co-ordination
2. Sales & Marketing – Speaking English / Spanish
3. Sales & Marketing – Speaking English / German

**RESPONSIBILITIES & REQUIREMENTS:** See attached

**WORKING PERIOD:** 6 Months to 1 Year

**INTERNSHIP SUBSIDIES:** HKD4,000.00

If you are interested, please send your FULL RESUME and CONTACT DETAILS [adm@everfast.com.hk](mailto:adm@everfast.com.hk) on or before **March 25, 2011**. Background of company can be found on [www.everfast.com.hk](http://www.everfast.com.hk)

Note: The interns will work in Hong Kong. The company will apply work permit for successful interns.

Accommodation will **NOT** be provided by the company.



## POSITION AVAILABLE

<b>Position</b>	Internship – Sales Coordinator
<b>Organisation</b>	EverFast Rechargeable Ltd
<b>Duration</b>	6 Months to 1 Year
<b>Location</b>	Hong Kong

EverFast, is a consumer Electronics specialist and official supplier of key retail chain stores in Europe and International brands in USA. We have a vacancy in sales and marketing and we are looking for like-minded individuals to join our dynamic team in Hong Kong. Having the passion to grow, being a team player with leadership qualities and excellent communication skills will hold you in good stead.

Successful candidate can expect a diverse and exciting experience. If you think you're up for the challenge, we will love to hear from you.

## RESPONSABILITIES

His/Her responsibility will include but not limited to the following:

- Perform order management duties on an accurate and timely basis from order entry up to on-time delivery and includes issue of Order
- Confirmation, raise internal order amendment and coordinate information to related departments for action
- Coordinate with sales team and Accounting Department to ensure Letter of Credit (LC) compliance Liaise with Sales team/suppliers for packing, special marking, booking of shipments, bill of lading, invoices, packing, Certificate of Origin Maintain proper up-to-date and filing of orders and shipping documents
- Analyze current administrative system and propose improvements processes
- Work closely with factories and gain their support fit our company Business Development Plan.

## REQUIREMENTS

- Good communication and interpersonal skill
- Good command of oral & written English and spoken Mandarin.
- Self-motivated, well organized and able to work independently.
- Proficient in MS application
- Willing to learn and passionately contribute to the further success of the company

Qualified applicants are invited to write-in full resume, contact details, current and expected salaries to:

[adm@everfast.com.hk](mailto:adm@everfast.com.hk)

We regret that only short-listed candidates will be notified.

**Everfast Rechargeables Limited**

Rm1605 Stelux House, 698 Prince Edward Rd E,  
SanpoKong, Kowloon, Hong Kong  
[www.everfast.com.hk](http://www.everfast.com.hk)



## POSITION AVAILABLE

<b>Position</b>	Internship – Sales & Marketing Assistant
<b>Organisation</b>	EverFast Rechargeable Ltd
<b>Duration</b>	6 Months to 1 Year
<b>Location</b>	Hong Kong

EverFast, is a consumer Electronics specialist and official supplier of key retail chain stores in Europe and International brands in USA. We have a vacancy in sales and marketing and we are looking for like-minded individuals to join our dynamic team in Hong Kong. Having the passion to grow, being a team player with leadership qualities and excellent communication skills will hold you in good stead.

Successful candidate can expect a diverse and exciting experience. If you think you're up for the challenge, we will love to hear from you.

## RESPONSABILITIES

His/Her responsibility will include but not limited to the following:

- Business growth and development with established contacts in US and Europe and developing strategic plans for current and new markets
- Work jointly with the Order processing department to ensure a smooth Order Processing system
- Promote and maintain excellent relationship with existing and new clients
- Preparation of contractual tender documents and quotations to clients
- Handle new product development projects
- Organize and Participate to Electronics trade shows

## REQUIREMENTS

You should have at least a recognized degree in Marketing / Business development and fluent in English and German or Spanish. Resourceful and diligent, able to creatively work within tight deadlines and limited resources. You should be independent and possess good business acumen and excellent communication skills.

You will be working very closely with a tight knit team; flexibility and ability to communicate remotely with customers and colleagues across international time zones is essential.

Qualified applicants are invited to write-in full resume, contact details, current and expected salaries to:

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