

EvolutionHR Consultancy Limited

1	招聘專員 HR Recruitment Researcher	協助公司招聘。篩選申請，評估資格和適合的履歷，評核和甄選有關人選是否適合，記錄並更新有關資料。 Responsible for searching proactively for candidates with potential by using a number of media, managing and assess new candidate registration, renew candidate records, qualify and shortlist candidates.
2	招聘顧問 HR Recruitment Consultant	負責協助客戶招聘人才。評估資格和適合的履歷之有關人選。竭力提供最卓越的服務和客戶以及候選人建立長期穩定友好的工作關係。 Responsible for searching proactively for candidates with potential by using a number of media, managing and assess new candidate registration, qualify and shortlist candidates, building close and long-lasting relationships with candidates and clients by providing excellent customer service.
3	人力資源行政人員 HR Administrator	協調人力資源及人才招聘相關行政職責和各項職能，回覆電郵、電話諮詢、和其他行政職責。 Responsible for administrative support in office, answering the direct phone call, reply e-mail and order office supplies, schedule meeting and travel itineraries.
4	IT 專員 IT Specialist	維護資訊系統設備和運作，提供技術援助，包括電腦帳戶設置，網絡基礎設施上的硬件與軟件方面狀況及有關網絡連接事宜。 Responsible for maintaining IT equipments and IT operation functions, providing technical support including PC account setup, software/hardware and network connectivity issues.
5	會計師 Accountant	負責所有會計有關工作，編寫月度財務報表和評估。 Responsible for accounting task, preparing monthly financial reports and evaluation.
6	平面設計師 Graphic Designer	負責市場營銷的內部平面設計和宣傳所需之材料，維持品牌知名度和形象並進行高效益宣傳。 Responsible for graphic design for in-house marketing collateral

s and advertising materials, maintaining consistent brand image, assure the efficient publicity, coordinating with production houses and printing firm, monitoring work quality, cost and delivery schedule.

業務拓展專員

負責拓展現有及新客戶，尋求與客戶建立優質的長期合作關係。

- 7 Business Development Executive Responsible for developing potential clients and grow for the existing clients, discovering and exploring opportunities. Locates and forges strong and long-term business relationships.

市場部專員

與公司內部和外部各方維持高效的溝通，以便安排市場活動。

- 8 Marketing Executive Ensure the efficiency and effectiveness of internal and external communication of information, matter to scheduling and implementation of all marketing activities.