

Poly Auction (Hong Kong) Limited is a remarkable auction house in Hong Kong and the Asia-Pacific region. We are entering the international art market with the aim to provide professional consultation, exceptional collections and the highest quality service.

To cope with our continuous growth and worldwide development, we are now seeking for high caliber candidates to join our team.

Customer Service Executive

Responsibilities

- Handle general receptionist duties in polite manner
- Greet guests and visitors, answer phone calls, mail orders and courier services
- Provide clerical supports to Administration
- Analyze problem clients and escalate the issues
- Maintain the catalogue storage room tidy and deliver catalogues to visitors
- Provide clerical and administrative supports
- Assist in ad hoc projects as assigned

Qualifications

- Fluent in spoken Cantonese, Mandarin and English
- Form 5 or above with over 2 year experience in customer service
- Mature and pleasant personality, self-initiative,
- Good interpersonal skills and good communication skills
- Proficiency in MS Office including Word, Excel and Chinese Word Processing
- Immediate available is highly preferable

Interested parties please send your full resume with availability, current and expected salary to recruit@polyauction.com.hk

Your interest will be treated in strict confidence and only shortlisted candidates will be notified.

Equal opportunities are extended to all candidates and the information provided will be used for the consideration of this application. The personal data collected will be for recruitment purposes only. Data of unsuccessful applicants will be destroyed after six months of the application.