* Laise with category manager on promotion display booking, to maximise the opportunity of company income and store space usage, with balancing on new product launch and supporting of different category campaigns.
* Arrangement on promotion display allocated to right stores and ensure executed correctly for maximise sales opportunities, and review display format, POSM, planograms & product listing status for building attractive promotion display and incorporate with organization standard.
* Helps on reviewing performance of promotion display activities and communicate with category manager for future planning, make recommendations to relevant stakeholders with analytical support for future enhancements.
* Manage daily administrative task and coordinate with individual departments on related activities execution, this will included on handling communication material to stores and basic financial reports support.
* Develop and train subordinates ensuring that they are customer and product focused.

Post secondary graduate or above

* Over 3 years of working experience in FMCG field and will be beneficial with store operation experience.
* Attend to details and follow-through on execution in an efficient and independent manner
* Capable in managing ambiguous situations and multi-levels of stakeholders
* Ability to multi-task elements simultaneously
* Proactive in keeping stakeholders informed of the latest, highlighting concerned items as needed, with good conflict resolution skills
* Excellent command of analytical skills, verbal and written English, Chinese and computer skills
* **Communication and Relationship Building:** possess excellent communication skills. This includes effective written and verbal communication, and the ability to clearly convey expectations and requirements.
* **Problem-Solving and Analytical Skills:** adept at problem-solving and have basic analytical skills. They should be able to analyze display products performance metrics, identify areas for improvement. This requires a data-driven approach and the ability to use analytics tools effectively.
* **Cross-Functional Collaboration:** Work closely with various departments within an organization, such as marketing, operations, They need to collaborate effectively with these teams to meet organizational requirements. This requires strong interpersonal skills, the ability to work in cross-functional teams, and the capacity to influence stakeholders at different levels.