

We are member of **Dah Chong Hong Holdings Hong Kong**, is an Asia-based integrated market management provider specializing in healthcare. Offering comprehensive commercial and logistics solutions, Four Star partners with the world's leading healthcare companies to distribute pharmaceuticals, medical devices, surgical equipment, diagnostics and OTC products for 500 brands into hospitals, pharmacies and specialty stores in Macau. To cope with our swift business growth, we would like to invite high caliber individual to fill the following positions.

Supervisor/Senior Supervisor – Quality Assurance

Responsibilities:

- Support Head of Quality Assurance for maintenance of QMS for Good Distribution Practice of warehouse operation
- Handle daily QA supervision work in our GDP distribution warehouse
- Supervise QA operation in off-site GDP distribution warehouse
- Participate in quality audits by Department of Health or clients
- Prepare SOP and maintain good documentation system in the company
- Provide guidance and training to staff as necessary to ensure clear understanding of the operating standards and quality systems
- Support RA for product registration, advertisement and promotions activities applications

Requirements:

- Degree in Pharmaceuticals, Chinese Medicines/Pharmaceutical, Chemistry, Life Science, Food Science Quality Management, Manufacturing, Engineering or related disciplines
- Minimum 3 years' experience in pharmaceutical / healthcare warehouse operations / manufacturing/ environment / food / cosmetic / FMCG
- Experience in quality management (i.e. ISO, GDP, GMP, etc)
- Good command of English & Chinese
- Proactive, action-orientated and able to work under pressure
- Less experience candidate will be considered a junior role

主管/高級主管 - 品質保證

職責：

- 協助品質保證主管維護倉庫操作中的優良運銷規範(GDP)質量管理體系。
- 監督本地及外地優良運銷規範(GDP)分銷倉庫的日常質量保證工作
- 參與由衛生部門或客戶進行的質量審核。
- 編寫標準操作程序 (SOP)，並維護公司內部的良好文件系統
- 為員工提供指導和培訓，確保他們清楚了解操作標準和質量體系。
- 協助註冊事務團隊進行產品註冊、廣告及促銷活動申請

職位要求

- 擁有藥學、中藥/藥學、化學、生命科學、食品科學、質量管理、製造、工程或相關學科的學位。
- 至少 3 年在製藥/醫療倉庫操作、製造、食品、化妝品或快速消費品 (FMCG) 行業的經驗。
- 具有質量管理體系 (如 ISO、GDP、GMP 等) 的經驗。
- 良好的中英文書寫能力。
- 積極主動、行動力強，並能在壓力下工作。
- 經驗較少的候選人可考慮擔任初級職位。



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- **Senior Assistant - Client Services**

Responsibilities:

- Support sales team on sales quotes, general orders, customer enquiries, and tender submission to clients
- Liaise with principals for price, quotation, tender offer and purchasing order
- Coordination with internal departments
- Assist sales team to monitor stock inventory and delivery status
- Assist Sales Manager in various kinds of projects & provide statistical reports and information
- Assist on operation planning and implementation of principal in and out
- Assist on coordinate marketing activities and trade fairs/exhibitions
- Arrange vendor/customer meeting

Requirements:

- Diploma or degree preferable
- At least 3 years experiences in customer Service & administration work
- Experience in medical industry is highly preferable
- Solid understanding of medical consumable and consignment workflow with hospital is highly preferable
- Passionate, self-motivated, independent, can-do attitude, good team player
- Fluent in written and spoken Chinese, communicative level of English and Mandarin

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Senior Financial Analyst / Assistant Manager - Finance

Responsibilities:

- Analyse financial data to identify trends, risks, and opportunities.
- Develop and maintain financial models to support business planning and decision-making.
- Collaborate with cross-functional teams to provide financial insights and recommendations.
- Monitor and evaluate financial performance against key metrics and benchmarks.
- Assist in the preparation of quarterly and annual financial statements.
- Stay updated on industry trends, regulations, and best practices in financial analysis.
- Conduct financial analysis, including budgeting, forecasting, and variance analysis.
- Prepare detailed financial reports and presentations for senior management.
- Candidate with more experience may be considered as Assistant Manager.

Requirements:

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- 6-8 years of experience in financial analysis or a similar role.
- Strong proficiency in Microsoft Excel and financial modelling tools.
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

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出入口文員

工作範圍

- 完成貨品運輸程序等文書工作，如: 電子報關/出入口文件
- 負責跟進出入口文件及手續
- 負責一般文書工作
- 執行上級指派的其他職務
- 五天工作及政府假期

職位要求

- 大專以上程度
- 具一年或以上相關工作經驗者優先考慮
- 熟悉使用辦公室軟件 (如: MS Outlook, Excel, Word 等)
- 具責任心, 有良好溝通和協調能力
- 英文程度良好, 操流利廣東話及普通話

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Systems Engineer

Responsibility

- Project implementation and project management;
- Diagnose and troubleshooting servers, workstations and network equipment
- Install and configure new hardware and software;
- Provide systems support and interact with end-users as the first escalation point for IT issues;
- Provide support on server application, MS window server, Linux and server room site preparation;
- Provide systems integration
- Vendor coordination and management.
- Setup systems demonstration
- Pre-sales technical support and after sales systems maintenance

Requirements

- University graduate in Computer Science, Information System, Engineering or related disciplines;
- Minimum 3 years' experience in server side technical support, server installation;
- Solid knowledge in Linux, MS Window, MS SQL database, storages and data recovery;
- Familiar with TCP/IP, firewall and site work;
- Practical working experience with Cisco and 3Com products;
- Familiar with HL7 is an advantage;
- Fluency in written and spoken English, Cantonese and Putonghua;
- Good interpersonal skill, mature, independent, self-motivated, able to work under pressure;

系統工程師

職位內容：

- 負責項目實施和項目管理。能夠與供應商有效協調並管理項目。
- 具備售前技術支持及售後維護的能力，診斷並解決伺服器、工作站及網絡設備的故障。
- 安裝和配置新硬件及軟件。
- 提供系統支持，並作為 IT 問題的第一級升級點與終端用戶互動。
- 提供伺服器應用、MS Windows 伺服器、Linux 及伺服器機房場地準備的支援。
- 負責系統整合工作。
- 與供應商協調並管理相關事務。
- 設置系統演示環境。
- 提供售前技術支持及售後系統維護。

要求

- 大學畢業，主修計算機科學、信息系統、工程或相關學科。
- 至少 3 年伺服器端技術支持及伺服器安裝經驗。
- 熟悉 Linux、MS Windows、MS SQL 數據庫、存儲設備及數據恢復。
- 熟悉 TCP/IP、防火牆及場地工作。

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- 具有 **Cisco** 和 **3Com** 產品的實際工作經驗。
- 熟悉 **HL7** 者優先。
- 流利的英文、廣東話及普通話書寫和口語能力。
- 良好的人際交往能力，成熟、獨立、積極主動，並能在壓力下工作。

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Junior Business Analyst / Application Support

Responsibilities

- Analyze and document new business requirements and identify problem areas of systems
- Perform UAT before system enhancement or new application implementation
- Provide end-user training on a regular basis
- Provide day-to-day support on business applications
- Liaise with internal IT teams to resolve issues related to above
- Perform ad hoc project assigned

Requirements

- Degree holder in Computer Science / Information Technology or related disciplines
- Familiar with Distribution and Finance business process is an added advantage
- Experience in Oracle ERP / BI tools like Hyperion/EPM11 is preferable
- A good team player with outgoing, presentable, aggressive and highly self-motivated characteristics
- Fast learner with ability to work under pressure
- Responsible, initiative, proactive and able to work independently
- Proficiency in both written and spoken English, Cantonese and Mandarin

初級業務分析師 / 應用系統支援

職責

- 分析並記錄新的業務需求，識別系統中的問題區域
- 在系統升級或新應用實施前執行用戶驗收測試（UAT）
- 定期提供終端用戶培訓
- 提供業務應用的日常支援
- 與內部 IT 團隊協調解決相關問題
- 執行指派的其他臨時項目

要求

- 計算機科學 / 信息技術或相關學科的學位持有者
- 熟悉分銷和財務業務流程者優先考慮
- 熟悉 SQL 語言
- 有 Oracle ERP / BI 工具（如 Hyperion/EPM11）經驗者優先
- 良好的團隊合作精神，性格外向、形象佳、積極進取且高度自我激勵
- 學習能力強，能在壓力下工作
- 負責任、主動、積極並能獨立工作
- 精通英語、粵語和普通話的書寫和口語

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• **Sales Representative (Medical Device)**

Responsibilities:

- Responsible for the promotion of medical devices
- Provide after-sales service to clients
- Achieve sales targets within schedule
- Drive and support business growth
- Establish strong physician and clinician relationships
- Launch new products in combination with Marketing in territory
- Be innovative in creating new sales opportunities for principal products
- Gathering market information
- Resolves customer complaints

Requirements:

- Degree holder in Science or related discipline will definite be an advantage
- 2 years customer service experience is preferable
- Tertiary education or above
- Highly self-motivated
- Good presentation skill
- Excellent communication and interpersonal skills
- Proficiency in written and spoken English, Chinese and Mandarin
- Proficient in Office Microsoft applications and word processing (English & Chinese).

• **Sales Representative - Pharmaceuticals (Fresh Graduate welcome)**

Responsibilities

- Sale and Promote pharmaceutical product and monitor end-to-end production cycle from order creation to products delivery processes
- Provide product details to clients to maximize product or brand penetration through development and execution of sales plan & strategies
- Proactively explore new business opportunities, approach key account customers, dealers, pharmacy and other business partners and maintain good relationship with designated customers
- Work closely with marketing team to improve client satisfaction

Requirements

- Graduate in Science or related disciplines is a advantage
- With sales experience in pharmaceutical industry will be advantage
- Effective selling, negotiation and inter-personal skills
- Good interpersonal skill and Coordination on work
- Able to work under pressure
- Highly proficient in MS Office including Excel & Word
- Proficiency in both written and spoken English & Cantonese
- Candidates with more experience will be considered as Senior Sales Representative
- Fresh graduate is welcomed

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