

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.

### • **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

#### 申請方式 Application:

We offer attractive package to the right candidates including discretionary bonus, pension fund, medical benefit, and life insurance. 我們為合適的候選人提供有吸引力的套餐，包括酌情花紅、養老基金、醫療福利和人壽保險。

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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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• **產品專員指導員**

-負責推廣及分析藥物產品的效用和藥性, 為公司做藥物推廣的專業培訓及指導。

**工作要求**

- 具藥學或電子工程本科或以上學歷
- 具 3 年或以上相關工作

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### **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

### **Junior Business Analyst / Application Support**

#### **Responsibilities**

- Analyse 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



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### • **Assistant IT Manager**

#### **Responsibilities:**

- Lead a small IT team to provide all-rounded IT support services & project implementations in Macau offices & shops.
- Setup and administrate computers, network and servers.
- Provide user support on hardware, O365, ERP, BI, Application systems, System Integration, and POS system.
- Collect & understand business requirements, implement application software & reports developments and tests. Projects & vendors management.
- Work closely with internal and regional IT team members and vendors.
- Handle user enquiries and provide system trainings.

#### **Requirements:**

- Diploma or Degree qualified in Information Technology, or related disciplines.
- 3 - 5 years' relevant working experience in IT industry, preferably in ERP, applications & Infrastructure support.
- Team leading experience is preferred.
- Sound knowledge in IT Infrastructure, computer hardware, OS, software applications and network.
- Hands-on experience with SQL, BI is an advantage.
- Good analytical, problem-solving and communication skills.
- Willing to learn, Self-motivated and able to work independently. With Can-Do spirit.
- Speaking in Cantonese. Know basic English.

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