

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.

Assistant – Client Management

Role Summary

The role provides administrative and client support across service delivery, claims processing, reporting, and training coordination. Collaborate with HR on onboarding, engagement initiatives, and policy communications to ensure smooth daily operations.

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Key Responsibilities

- Provide administrative support to internal and external clients to ensure smooth delivery
- Verify and process clients' claims in accordance with established procedures
- Assist clients in preparing and submitting monthly reports on schedule
- Consolidate client sales orders for timely processing
- Support training coordination including scheduling, materials preparation, logistic arrangement and maintaining accurate documentation
- Collaborate with HR to coordinate company brand-building programs and employee engagement initiatives
- Coordinate with HR for onboarding sessions for new staff, including scheduling, materials preparation, and basic orientation support
- Conduct briefings to communicate updates on company policies and procedures

Qualifications

- Bachelor's degree holder in Business Administration, Human Resources, or a related field
- Minimum 1 year of experience in client servicing or administrative support
- Proficient in English, Mandarin, and Cantonese
- Satisfactory communication and coordination skills with a client-centric mindset
- Skilled in Microsoft Office and capable of typing in both English and Chinese
- Positive, collaborative, and service-oriented attitude
- Immediate availability is highly preferred

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Assistant – Client Services

Responsibilities:

- Handle administrative tasks such as addressing guest enquiries, ordering office supplies, distributing deliveries and faxes, checking job application forms, inputting data into systems, filing, and conducting market research
- Handle ad hoc tasks as assigned by superiors from time to time

Requirements:

- Bachelor's degree holder
- 1-year experience in administrative work will be advantageous
- Satisfactory command of English, Mandarin and Cantonese
- Satisfactory customer service, interpersonal, and communication skills
- Proficient in Microsoft Office applications and typing (English & Chinese)
- Immediate availability is preferred

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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.
- Sounded 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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Sales Manager – Pharmaceuticals

Responsibilities:

- Develop business plans and implement related activities like customer events, sales and marketing campaigns, sales presentations necessary to achieve agreed objectives
- Provide Key account/hospital network support, market access support, including referral networks
- Have a deep understanding in the respective area and priority products. Maintain and enhance knowledge of products, product strategy, positioning, key messages, programs, company developments, customers, and competitors
- Achieve agreed contact, coverage and frequency targets through various communication channels
- Ensure customer satisfaction and best in class customer relationship
- Handle enquiries and complaints quickly and professionally and in accordance with company procedures.
- Contribute positively to the sales team through co-operative relationships and collaborative efforts to achieve team and company objectives.
- Provide input into effective use of promotional funds and territory sales forecasting.

Qualifications:

- Degree holder in Pharmacy or science related discipline.
- Minimum 6 years' proven sales experience within Pharmacy industry with at least 3 years' management experience; experience in Macau healthcare industry will be advantages.
- Proficiency in written and spoken English, Cantonese and Mandarin.
- Sensitive to market trend/ practice of pharmaceutical industry.
- Good time management, communication skills and negotiation skills.
- Demonstration of strong team-working, especially in a matrix environment.
- Good Persuasive ability and planning & organizing skills.
- Proficiency in written and spoken English, Cantonese and Mandarin.
- Sales Force management experience is essential.

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Senior Assistant – Human Resources

Role Summary

The role supports daily HR operations by coordinating full-cycle recruitment, maintaining employee records, and ensuring compliance with Macau labour regulations. This role works closely with line managers to meet manpower needs, assists in onboarding and candidate assessments, and provides general HR support and reporting to ensure smooth and efficient service delivery.

Key Responsibilities

1. Coordinate full-cycle recruitment activities, including job posting, screening, scheduling, and interviewing
2. Liaise with line managers to understand manpower needs and provide recruitment support
3. Conduct initial interviews and support candidate assessments
4. Prepare offer letters and coordinate onboarding logistics
5. Maintain accurate employee records and HR databases
6. Support HR reporting and documentation (e.g., headcount, turnover, recruitment status)
7. Provide day-to-day HR support to employees and line managers
8. Ensure HR practices comply with Macau labour regulations and company policies
9. Perform general HR administrative tasks as needed

Qualifications

- Diploma or above in Human Resources, Business Administration, or related field
- Minimum 3 years of HR experience, with solid experience in recruitment and talent screening
- Hands-on experience with HR systems and recruitment platforms
- Detail-oriented, organized, and able to manage multiple tasks
- Proactive and collaborative team player with a compliant and professional personality
- Candidates with less experience may be considered for a junior position

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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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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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