

Job Description

Company Name: Catalo Natural Health Science Ltd.

Brand Name: Catalo

Job Title: Management Trainee

Department: Project Management

Work Mode: Full-time Part-time

Job Mode: Summer Internship Permanent (for Year 4)

A Brief Company Introduction

Catalo Natural Health Science Ltd. is a company that specializes in natural health supplements. Originating from the United States, Catalo offers over 200 high-quality natural health products designed to promote true health and beauty¹. Their products are crafted with natural, high-efficacy, and safe ingredients to ensure the best health benefits.

Responsibilities

In the program, you will experience duties in different corporate functions, including:

- Sales Operations
- Aftersales
- Marketing
- E-Commerce
- Product Development
- Project Management
- Factory Production
- Event Management
- Other Back Office Supporting

You will receive training on:

- Various product knowledge, operations workflow, management viewpoints and company policies in a well-established health supplement company
- How to set performance goals and objectives and the method to achieve
- Health supplement production and sales regulations and compliances in different regions, including HK, CN & USA

Requirements

- University graduate in any disciplines with under 2-year of full-time working experiences
- Knowledge of nutrition or health supplement is preferred
- Good team player and strong interpersonal skills, creative, dynamic and innovative
- Excellent communication and presentation skills
- Proficiency in spoken and written English, Mandarin and Cantonese
- Computer literate in MS Word, Excel and PowerPoint
- Passion in Nutrition, Health Supplement and Manufacturing industry

For those interested students, please send your CV and covering letter directly to recruit@catalo.com.hk with the subject of captioned post. Thanks and regards.