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Post Date 12-Sep-11

Employer Ref. HRA-024 JobsDB Ref. JHK100003000956381



The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

Administration Assistant

Responsibilities:

- Responsible for full-range office administration duties
- Handle incoming telephone calls
- To manage any ad hoc project as assigned by department manager

Requirements:

- Form 7 with administrative work experience
- Mature, efficient, well organized, dependable, hardworking and a good team player
- Good command of both written and spoken English and Chinese
- Good filing system and PC knowledge (Word, Excel, Outlook and Power Point)
- Immediate available is preferred

Please visit our web site <http://www.royaleasia.com> for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com
All information collected will be used for recruitment purposes only.

Career Level	Entry Level
Yr(s) of Exp	1 year
Qualification	Matriculated
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Admin & HR > Clerical / Admin Staff
Location	Kowloon Bay
Salary	HK\$8K - HK\$9K
Employment Type	Full Time, Permanent

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