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Post Date 26-Sep-11

Employer Ref. L-039 JobsDB Ref. JHK100003000982225



### 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.

#### Billing Clerk (Logistics)

##### **Responsibilities:**

- Data entry
- Filing
- Invoices auditing
- Billing follow up with client & agents
- Charging calculation

##### **Requirements:**

- Form 5 or above
- At least 1 year work experience, preferably in Logistics industry
- Basic Knowledge in English
- Proficiency in computer literate
- Able to work independently and in a team
- Mature, self-motivated and with strong sense of responsibility
- Immediate available is highly preferable

##### **Working hours:**

- Mon-Fri 09:00-18:00
- Shift on Sat 09:00-13:00

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](mailto:jobs@royaleasia.com)

All information collected will be used for recruitment purpose only.

Career Level	Entry Level
Yr(s) of Exp	1 year
Qualification	School Certificate
Industry	Freight Forwarding/Delivery/Shipping
Job Function	<a href="#">Transportation &amp; Logistics &gt; Freight Forwarding</a>
Location	Kwai Tsing Area
Salary	HK\$8K - HK\$9K
Employment Type	Full Time, Permanent
Others	Fresh Graduate will be considered

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