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Post Date 29-Aug-11

Employer Ref. O-110 JobsDB Ref. JHK100003000928637



### 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.

### Operations Assistant

#### **Responsibilities**

Responsible for handling daily processing in warehouse  
Responsible for handling daily manifests which including checking and sending  
Performing general support to the team

#### **Requirements**

HKCEE or above  
1 - 2 years relevant experience is preferable  
Good command of both spoken and written English and Chinese  
Knowledge of MS Office  
Well-organized, positive and responsible  
Work Hours: 1400 – 2300/ 1600 – 0100/ 1800 – 0300  
Shift duty is required (including Sundays or Public Holidays)  
Fresh graduates are welcome

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 purposes only.

Career Level	Entry Level
Yr(s) of Exp	1 year
Qualification	School Certificate
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Documentary Credit / Bills Processing Transportation & Logistics > Freight Forwarding Transportation & Logistics > Inventory / Warehousing
Location	Tsuen Wan Area
Salary	HK\$10K
Employment Type	Full Time, Permanent
Others	Fresh Graduate will be considered

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