



## BC Dreams Co., Ltd.

Room 907, Silvercord Tower 2, 30 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong.  
Web: [www.bcdreams.hk](http://www.bcdreams.hk) Tel: (852) 6018 0660  
Email: [sales@bcdreams.com.hk](mailto:sales@bcdreams.com.hk)

Company Name	BC Dreams Co., Ltd.
Company Website	<a href="http://www.bcdreams.com.hk">www.bcdreams.com.hk</a>
Salutation/ Title	Ms
Last Name	So
First Name	Chelsea
Title	Manager
Direct Line	60180660
Email	<a href="mailto:Chelsea.so@bcdreams.com.hk">Chelsea.so@bcdreams.com.hk</a>
Mobile	60180660
Office Address	Room 907, Silvercord Tower 2, 30 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong.
Job title	Admin Officer
Number of job vacancies	1
Job nature	Administrative role in a jewelry company
Target Applicants	graduates
Job types	Permanent
No of work day/week	5
Work location	Central
Roles and responsibilities	<ul style="list-style-type: none"><li>• - does secretarial &amp; admin tasks</li><li>• - handles logistics/shipping documentations &amp; procedures</li><li>• - does inventory management</li><li>• - others like going to banks/workshops</li></ul>
Requirements / qualifications	<ul style="list-style-type: none"><li>• - relevant experience is advantage</li><li>• - familiar with digital applications</li></ul>
Application Method	send cv to <a href="mailto:Chelsea.so@bcdreams.com.hk">Chelsea.so@bcdreams.com.hk</a>
Salary / allowance per month	\$15,000-20,000
<b>Application Deadline</b>	15 May 2022

Best regards,



Chelsea So (MBA; GG - GIA)  
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