

Job Information

Post Title	Business and admin assistant (full time/ part time)
Company Name	Hongtex Hong Kong Ltd.
Business Nature / Introduction	Business/ management
Target Applicants:	Students / Graduated
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> ● Handle the daily administrative and supporting works ● To control and maintain expenses & to conduct all matters in relation to expenses ● Office / general administrative support role for the team ● The appointee is required to perform clerical support, including answering telephone and email enquiries, filing and record keeping ● and to carry out any other duties as assigned.
Requirements / Qualification	<ul style="list-style-type: none"> ● Fresh gradates or No intern experience are also welcomed. ● Graduate / Prefer in subject: business/ management. ● Independent and willing to learn. ● Good command on Microsoft office applications. ● Good standard on typing Chinese & Eng is a must. ● Able to speak English & Mandarin.
Salary/Allowance	NEGOTIABLE
Target Commencement Date	As soon as possible
Additional Information	<ul style="list-style-type: none"> ● Working Hours: Monday-Friday, 08:30-17:30 ● Provide on job training for fresh graduates ● Provide good working environment and good holiday leave. (Summer holiday in August for a week & around 2 weeks Chinese New Year holiday) ● Offer 5 days work plus double pay /medical and extra allowance, goods benefit package to right candidate.
Application Method	<p>Please send the following documents to joanne@hongtex.com.hk:</p> <ul style="list-style-type: none"> ● CV
Application Deadline	31 Jan 2023