

Administrative Assistant

(Ref.: AA/CKHH)

Responsibilities:

- Responsible for a full spectrum of office administration functions, including general administration, facilities management, materials replenishment, supplier management and event implementation
- Supervise supporting staff of the administration team to ensure smooth office operation
- Prepare management reports regularly and conduct physical inventory check
- Provide occasional support for reception duties, such as greeting and assisting visitors
- Handle ad hoc tasks as assigned by supervisors

Requirements:

- Diploma holder or above in any disciplines
- Minimum 3 years' experience in office administration, preferably gained from sizable companies
- Proficient in MS Word, Excel and Chinese word processing
- A team player with an ability to communicate effectively with users across different levels
- Proven organization and problem solving skills
- Mature, responsible, willing to take up additional duties
- Good spoken and written English & Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to recruit@ckh.com.hk