

## **Administrative Assistant**

(Ref.: AA/CKHH)

### **Responsibilities:**

- Responsible for a full spectrum of office administration functions, including general administration, facilities management, purchase and procurement and follow-up to ensure smooth office operations
- Prepare regular reports and physical inventory check
- Provide supports in volunteer and Sports & Recreational activities
- Handle ad hoc projects as assigned by the supervisor

### **Requirements:**

- Form 7 or above
- Minimum 1-2 years' experience in office administration in a sizable company
- Proficiency in MS Word, Excel and Chinese typing
- Good spoken and written English & Chinese; and knowledge of Putonghua will be a plus
- Good communication, organization and problem solving skills
- Mature, self-initiated, willing to learn and take up additional duties

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