

Clerical Assistant (Part-time)

(Ref.: PTCA/CKHH)

Responsibilities:

- Provide efficient newspaper clipping services and media monitoring support to the Group Corporate Affairs Department
- Perform general clerical duties including scanning, photocopying, filing, data entry and document management
- Handle ad-hoc duties as assigned by supervisors

Requirements:

- Form 5 or above
- Minimum 2 years of clerical experience
- Mature, well-organized, detail-minded and independent
- Able to handle routine tasks within given timelines
- Good command of Chinese and English
- Working hours: Monday to Friday 7:30 am – 11:30 am

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