長江和記實業有限公司
CK HUTCHISON HOLDINGS LIMITED
(A limited liability Cayman Islands company registered and listed in Hong Kong)

Part-time Assistant

(Ref.: GCAPTA/CKHH)

Responsibilities:

- Provide efficient newspaper clipping services and media monitoring support to the Group Corporate Affairs Department
- Perform administrative and clerical duties, including reviewing and screening newspaper content, preparing press clippings, filing, scanning and photocopying
- Handle ad-hoc duties as assigned by supervisors

Requirements:

- Secondary school graduate or above
- Minimum 2 years of clerical experience
- Mature, well-organized and independent
- Willing to keep abreast of relevant news and topics
- Able to complete tasks efficiently under tight timelines
- Good command of Chinese and English
- Working hours: Monday to Friday 7:30 am – 11:30 am

Please forward detailed resume with indication of expected salary quoting our reference to **recruit@ckh.com.hk**