

Admin Assistant / Admin Executive /Account Executive

Responsibilities

- Assist with event planning and implementation
- Dealing with telephone and email enquiries
- Creating and maintaining filing systems
- Managing clerical or other administrative staff
- Handling external or internal communication or management systems

Requirements

- Min O Levels/ Diploma or above
- Min 1 year of relevant experience
- Must be proficient in MS Office
- Bilingual in English and Mandarin in order to liaise with Mandarin and English speaking customer.

Remuneration

- Basic salary: \$1,500 - \$2400(depends on experience)
- 5/6 days work week
- Working hours: to be confirm
- Salary increment depends on performance

文员/文员助理/会计助理

工作内容：

- 协助事件规划和实施
- 处理电话和电子邮件的查询
- 创建和维护归档的系统
- 管理文员或其他行政人员
- 处理外部或内部通信或管理的系统

要求：

- 需要至少 O-level/diploma 文凭
- 至少 1 年相关的经验
- 必须精通 MS Office

报酬：

- 底薪: \$1,500 - \$2400 (根据经验而定)
- 5/6 天制
- 加薪视工作表现而定