

Administration Assistant / Officer

Responsibilities:

- Responsible for correspondence, document submission and data entry.
- Follow up projects and provide support on marketing
- Verify the project details
- Organize and maintain the filing system

Requirement:

- Form 5 or above
- Hardworking with strong sense of responsibility
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese
- Proficient in PC application such as Excel, Word and Chinese word processing
- Candidate with adequate experience will be considered as Administration Officer
- Fresh graduate are welcomed
- Immediate available is highly preferred.

Application Methods:

- Email: hr@ricacorp.com
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong