

Surveying Assistant / Clerical Assistant

Responsibilities:

- Provide clerical support to Surveyors Department
- All other ad hoc projects as required by supervisor

Requirements:

- IVE/Associate Degree/Higher Diploma or above in any Business Administration subjects
- Candidate with education background in Surveying, Property Management is not a must but a bonus
- Willing to learn and acquire professional knowledge in the industry in the long run for career development
- Good interpersonal and communication skills
- Good command of both written and spoken English and Chinese
- Proficient in PC application such as Excel and Chinese word processing

Application Methods:

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