

Secretary

Responsibilities:

- Provide secretarial support to the management team
- Responsible for the daily correspondence, handling telephone calls and filing system maintenance
- Word processing support to the management team
- Effective liaison with other department's colleagues
- Perform miscellaneous assignments and handle ad hoc duties as required

Requirements:

- Diploma or above, formal secretarial training is preferred
- 1-2 years of relevant working experience is preferred
- Proficient in MS Office including Excel, Word and Powerpoint. Chinese word processing skill is essential
- Good command of written and verbal skill in English and Chinese including Mandarin
- Self-motivated, diligent, responsible and reliable
- Good team player and able to communicate with all levels of staff

Application Methods

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