

Data Administrator (IT)

Responsibilities:

- Handling enquires
- Quality Control of online data
- Assist to participate in ad-hoc projects as required

Requirements:

- Form 5 or above
- Good command of both written and spoken English and Chinese
- Proficient in PC application such as Excel, Word 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