

## Customer Services Assistant

### Responsibilities:

- Handle general enquires
- Provide administrative support to the I.T. Team

### Requirements:

- Form 6 or above desired
- 1-2 years' hand-on experience in customer service or complaints handling, but fresh graduate will also consider
- Patient, cheerful and detail-minded
- Good command of written and spoken English and Chinese; knowledge in Mandarin will be an advantage
- Good knowledge in Ms Office including Word, Excel, PowerPoint and Chinese word-processing

### Application Methods:

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