

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Employment Vacancy

Part I : Employer Information

Company Name : <u>Sugo Industrial Co. Ltd</u>	Trade : <u>Manufacturing</u>
Company Address: <u>Unit K, 22nd Floor, King Palace Plaza, 55 King Yip Street, Kwun Tong, HK</u>	

Part II : Vacancy Information

Job Title : <u>Office Assistant/Sales Coordinator</u>	No. of Vacancy(ies): <u>2</u>						
Job Duties : <ul style="list-style-type: none"> ● <u>Data entry and provide clerical support</u> ● <u>Handle incoming and outgoing mails</u> ● <u>Follow up sales inquiries and sales order</u> ● <u>Issue Quotation and follow up sales samples</u> ● <u>Monitor customers' order and provide After-Sales support</u> ● <u>Assist in warehouse/stock taking/QC and other adhoc job</u> 							
Contract of Employment : <u>Full-time</u>							
Work Place: same as above							
Working Hours : <u>5.5 working days per week</u> : <u>Regular hours 9:30-6:30 Mon to Friday, 9:30 to 1:00 Sat</u>							
Basic Salary : <u>HK\$12,000-HK\$13,000 per month</u> Other benefit(s)/allowance(s) : <u>Annual performance bonus</u>							
Required Education : Diploma/Certificate							
Working Experience :							
Language Requirement :	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Ability to Listen & Speak</u></td> <td style="text-align: center;"><u>Ability to Read & Write</u></td> </tr> <tr> <td>Cantonese <input checked="" type="checkbox"/> Fair</td> <td>Chinese <input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English <input checked="" type="checkbox"/> Fair</td> <td>English <input checked="" type="checkbox"/> Nil</td> </tr> </table>	<u>Ability to Listen & Speak</u>	<u>Ability to Read & Write</u>	Cantonese <input checked="" type="checkbox"/> Fair	Chinese <input checked="" type="checkbox"/> Nil	English <input checked="" type="checkbox"/> Fair	English <input checked="" type="checkbox"/> Nil
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Cantonese <input checked="" type="checkbox"/> Fair	Chinese <input checked="" type="checkbox"/> Nil						
English <input checked="" type="checkbox"/> Fair	English <input checked="" type="checkbox"/> Nil						
Other Entry Requirements: <ul style="list-style-type: none"> • • • 							

Part III: Job Application Method

<p>Applicants can apply the vacancy by:</p> <p>Contact <u>Mr. Rouhul</u> at E-mail: cv@sugo.com.hk</p> <p>Send the resume to E-mail: cv@sugo.com.hk</p>
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Posting date until: **2/4/2018**