

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : <b><u>RCF Group Holding Limited</u></b>	Trade : <b><u>Financial Service</u></b>
Company Address: <b><u>Shop No. 43 Level 3, Shatin Centre, Shatin, NT</u></b>	

**Part II : Vacancy Information**

Job Title : <b><u>Customer Service Consultant (Filipino &amp; Indonesian)</u></b>	No. of Vacancy(ies): <b><u>3-4</u></b>
Job Duties : <ul style="list-style-type: none"><li>● <b><u>Support daily branch operation and perform loan processing and administrative work</u></b></li><li>● <b><u>Handle customer's enquiries and complaints</u></b></li><li>● <b><u>Support sales and marketing promotion activities</u></b></li><li>● <b><u>Hand other ad hoc tasks and projects whenever necessary</u></b></li></ul>	
Contract of Employment : <b><u>Full-time</u></b>	
Work Place: <b><u>Causeway Bay, Tsuen Wan &amp; North Point</u></b>	
Working Hours : <b><u>5.5 working days per week; shift holiday</u></b> : <b><u>Regular hours Mon-Sun 9am-6pm</u></b>	
Basic Salary : <b><u>Depend on Experience</u></b>	
Required Education : <b><u>Secondary/Diploma/Certificate/Sub-degree/Degree</u></b>	
Working Experience : <b><u>N/A</u></b>	
Language Requirement : <b><u>Ability to Listen &amp; Speak</u></b> English <input checked="" type="checkbox"/> Fluent Tagalog or Bahasa <input checked="" type="checkbox"/> Fluent	<b><u>Ability to Read &amp; Write</u></b> English <input checked="" type="checkbox"/> Able to Read & Write Tagalog or Bahasa <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements: <ul style="list-style-type: none"><li>• Good communication skill in both English, Tagalog or Bahasa (Filipino and Indonesian are preferred.)</li><li>• Need to work on Sunday &amp; Public Holiday, 5 and 1/2 days work a week in branches</li><li>• Independent, proactive, meticulous, flexible and able to work under pressure</li><li>• Immediate available</li></ul>	

**Part III: Job Application Method**

Applicants can apply the vacancy by:  Send the resume to Mr Choy at E-mail: andy@rcfgrp.com
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Posting date until: **19/6/2018**