

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : <b><u>ALBA Integrated Waste Solutions (Hong Kong) Ltd.</u></b>	Trade : <b><u>Treatment of waste electrical and electronic equipment</u></b>
Company Address: <b><u>Unit 3609, 36/F, AIA Tower, 183 Electric Road, North Point, Hong Kong</u></b>	

**Part II : Vacancy Information**

Job Title : <b><u>Administrative Assistant</u></b>	No. of Vacancy(ies): <b><u>1</u></b>
Job Duties : <ul style="list-style-type: none"> <li>● <b><u>Provide comprehensive secretarial, administrative and executive support</u></b></li> <li>● <b><u>Coordinate and support company activities or meetings</u></b></li> <li>● <b><u>Prepare proposals, presentation materials, coordinate meetings and appointment</u></b></li> <li>● <b><u>Manage physical and electronic business records of the Company</u></b></li> </ul>	
Contract of Employment : <b><u>Full-time</u></b>	
Work Place:	
Working Hours : <b><u>5 working days per week</u></b> : <b><u>Regular hours: Mon-Fri 9am-6pm</u></b>	
Basic Salary : <b><u>HK\$ 11,000-15,000 per month</u></b> Other benefit(s)/allowance(s): <b><u>end of year payment</u></b>	
Required Education : <b><u>Diploma/Certificate</u></b>	
Working Experience : minimum 1-year	
Language Requirement : <b><u>Ability to Listen &amp; Speak</u></b> Cantonese <input checked="" type="checkbox"/> Fair English <input checked="" type="checkbox"/> Fluent	<b><u>Ability to Read &amp; Write</u></b> Chinese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements:	

**Part III: Job Application Method**

Applicants can apply the vacancy by:  Send the resume to E-mail: <a href="mailto:recruit@weee.com.hk">recruit@weee.com.hk</a>
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Posting date until: **8/7/2018**