

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

Employment Vacancy

Part I : Employer Information

Company Name : <u>Speed Globe Ltd.</u>	Trade : <u>Courier Company</u>
Company Address: <u>Rm 17, 3/F, Thriving Ind Centre, 26 Sha Tsui Road, Tsuen Wan</u>	

Part II : Vacancy Information

Job Title : <u>General Clerk</u>	No. of Vacancy(ies): <u>1</u>
Job Duties : ● <u>Data Input , General office work</u>	
Contract of Employment : <u>Full-time</u>	
Work Place: <u>N/A</u>	
Working Hours : <u>5.5 working days per week</u> : <u>Regular hours, Mon-Fri: 1200-2000 & Sat:1230-1630</u>	
Basic Salary : <u>HK\$10,000-12,000 per hour</u> Other benefit(s)/allowance(s) : 10 annual leave , Year end bonus	
Required Education : <u>Secondary (Completed Secondary S5)</u>	
Working Experience : <u>1 year working experience</u>	
Language Requirement : <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Fair English <input checked="" type="checkbox"/> Fair	<u>Ability to Read & Write</u> English <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements:	

Part III: Job Application Method

Applicants can apply the vacancy by: Contact <u>Mr Chan</u> at Tel 37068124

Posting date until: **25/7/2018**