

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

Employment Vacancy

Part I : Employer Information

Company Name : <u>Lightspeed Research</u>	Trade : <u>Market Research</u>
Company Address: 30th Floor, @Convoy, 169 Electric Road, Fortress Hill	

Part II : Vacancy Information

Job Title : <u>Contractor – Global Member Service Associates (Indonesian OR Vietnamese)</u>	No. of Vacancy(ies): <u>2</u>		
Job Duties : <ul style="list-style-type: none"> ● <u>Read, react and response to member's enquiries in email.</u> ● <u>Deal with issues and enquiries deliver solutions to members</u> ● <u>Report proactively and work with other teams to seek solution</u> ● <u>Proofread texts and support translation English <-> Indonesian/Vietnam language</u> 			
Contract of Employment : <u>Part-time</u>			
Work Place:			
Working Hours: <u>2 Working days per week</u> <u>Regular hours, Mon-Fri 10am-2pm / 2pm-6pm</u>			
Basic Salary : <u>HKD 75-90 per hour</u> Other benefit(s)/allowance(s) :			
Required Education : Diploma/Certificate/Sub-Degree			
Working Experience : <u>None required, but experience with customer care is preferred</u>			
Language Requirement :	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fair Putonghua <input checked="" type="checkbox"/> Nil </td> <td style="width: 50%; vertical-align: top;"> <u>Ability to Read & Write</u> Chinese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write Indonesian OR Vietnamese <input checked="" type="checkbox"/> Able to Read & Write </td> </tr> </table>	<u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fair Putonghua <input checked="" type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write Indonesian OR Vietnamese <input checked="" type="checkbox"/> Able to Read & Write
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Other Entry Requirements: <ul style="list-style-type: none"> ● <u>Good computer and communication skills, able to type in English & Indonesian or Vietnamese</u> ● <u>Good decision-making, people and interpersonal skills</u> ● <u>Legal status in working in Hong Kong</u> 			

Part III: Job Application Method

Applicants can apply the vacancy by: √ Contact Mr Angus Chan at E-mail angus.chan@lightspeedresearch.com √ Send the resume to Mr Angus Chan at E-mail * angus.chan@lightspeedresearch.com

Posting date until: **22/12/2018**