

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

Employment Vacancy

Part I : Employer Information

Company Name : H & C (Asia) Trading Co., Ltd.	Trade : Importer/ Wholesaler
Company Address: 10B Wing Shan Industrial Bldg., 428 Cha Kwo Ling rd., Yau Tong, Kln.	

Part II : Vacancy Information

Job Title : 1) <u>Office Assistant</u>	No. of Vacancy(ies): <u>2</u>
Job Duties : - <u>Manage the day-to-day administrative aspects of running the business</u> - <u>Design and maintain filing and storage systems in the office</u> - <u>Maintain office supply inventory</u> - <u>Maintain inventory of products/ items</u> - <u>Retrieve documents and files when requested</u> - <u>Read and route incoming mail and process outgoing mail</u> - <u>Create, edit, and update spreadsheets</u>	
Contract of Employment : Full-time	
Work Place:	
Working days : <u>6</u> Working days per week; Shift Holiday	
Regular hours; Mon- Fri: 9:30am-5:30pm; Sat: 9:30am- 4:00pm	
Basic Salary : <u>HK\$ 14,000 per *month</u>	
Other benefit(s)/allowance(s) : Store VIP discount	
Required Education : Secondary	
Working Experience :	
Language Requirement : <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Fluent English <input checked="" type="checkbox"/> Fair	<u>Ability to Read & Write</u> English <input checked="" type="checkbox"/> Able to Read & Write Chinese <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements: <ul style="list-style-type: none"> • Able to operate effectively with little or no supervision, and manage multiple tasks at once without becoming overwhelmed. • Fluent in Cantonese (can speak, read, and write), and basic English. • With good computer literacy including MS Office Applications (MS Excel, Word), Chinese Word 	

Processing

Job Title : 2) <u>Stockroom Assistant</u>		No. of Vacancy(ies): <u>2</u>
Job Duties : - <u>Check off all deliveries when they arrive in the Stock Rooms in an efficient and timely manner</u> - <u>Ensure stock is rotated on a regular basis, ensuring all stocks remain clean and saleable</u> - <u>Keep a clean and safe working environment and optimise space utilization</u> - <u>Supply stock to the shops on a daily basis, advising the manager of any items which are not available.</u> - <u>Process request for stocks by Store Assistants</u> - <u>Ability to lift heavy objects</u>		
Contract of Employment : Full-time, Part-time		
Work Place: Ground Fl., 23 Li Yuen St., West, Central		
Working Hours : <u>6</u> Working days per week : Shift Holiday; Shift work, working hours : working hours : 8:30am-8:30pm , 9 hours per day		
Basic Salary : <u>HK\$ 12,000 per *month(negotiable depending on experience)</u> Other benefit(s)/allowance(s) : plus Commission around \$ (meet store target); other benefit(s) / allowance(s) Store VIP discount		
Required Education : Secondary		
Working Experience :		
Language Requirement : <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fair		<u>Ability to Read & Write</u> English <input checked="" type="checkbox"/> Able to Read & Write Chinese <input checked="" type="checkbox"/> Nil
Other Entry Requirements: <ul style="list-style-type: none">Able to operate effectively with little or no supervision, and manage multiple tasks at once without becoming overwhelmed.Fluent in Cantonese (can speak, read, and write), and basic English.With good computer literacy including MS Office Applications (MS Excel, Word), Chinese Word		
Processing		

Job Title : 3) Warehouse Workers		No. of Vacancy(ies): 2
Job Duties :		
- <u>Prepare and complete warehouse orders for delivery/ pick-up according to schedule</u>		
- <u>Receive and process warehouse stock products</u>		
- <u>Keep a clean and safe working environment and optimise space utilization</u>		
- <u>Communicate and cooperate with supervisors and coworkers</u>		
- <u>Ability to lift heavy objects</u>		
Contract of Employment : Full-time		
Work Place: Ground Fl., 23 Li Yuen St., West, Central		
Working Hours : <u>6</u> Working days per week		
: regular hours: Mon- Fri: 9:30am -5:30pm; Sat: 9:30am -4:00pm		
Basic Salary : <u>HK\$ 14,000 per *month</u>		
Other benefit(s)/allowance(s) : Store VIP discount		
Required Education : Secondary		
Working Experience : 0-1 year		
<u>Ability to Listen & Speak</u> Language Requirement : 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 Chinese <input checked="" type="checkbox"/> Nil
Other Entry Requirements:		
- Hard-working, honest, responsible, respectful, and with pleasing attitude		
- Eligible to work in Hong Kong.		
- Able to work independently and as part of a team.		
- Available to work immediately.		

Job Title : 4) Cashier	No. of Vacancy(ies): 2												
Job Duties : - <u>Operate registers, scanners</u> - <u>Memorize product locations throughout the store and be able to direct customers or make suggestions</u> - <u>Maintain accurate cash drawer</u> - <u>Take a tally of the funds in the cash register when required during a shift and produce transaction reports</u> - <u>Keep the checkout area clean and orderly</u>													
Contract of Employment : Full-time													
Work Place: Ground Fl., 23 Li Yuen St., West, Central													
Working Hours : <u>6</u> Working days per week : Shift Holiday, Shift work, working hours : 8:30am-8:30pm , 9 hours per day													
Basic Salary : <u>HK\$ 11,500 per *month(negotiable depending on experience)</u> Other benefit(s)/allowance(s) : plus Commission around \$ (meet store target); Store VIP discount													
Required Education : Secondary													
Working Experience :													
Language Requirement : <table border="0"> <tr> <td></td> <td><u>Ability to Listen & Speak</u></td> <td></td> <td><u>Ability to Read & Write</u></td> </tr> <tr> <td>Cantonese</td> <td><input checked="" type="checkbox"/> Nil</td> <td>English</td> <td><input checked="" type="checkbox"/> Able to Read & Write</td> </tr> <tr> <td>English</td> <td><input checked="" type="checkbox"/> Fair</td> <td>Chinese</td> <td><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"/> Nil	English	<input checked="" type="checkbox"/> Able to Read & Write	English	<input checked="" type="checkbox"/> Fair	Chinese	<input checked="" type="checkbox"/> Nil	
	<u>Ability to Listen & Speak</u>		<u>Ability to Read & Write</u>										
Cantonese	<input checked="" type="checkbox"/> Nil	English	<input checked="" type="checkbox"/> Able to Read & Write										
English	<input checked="" type="checkbox"/> Fair	Chinese	<input checked="" type="checkbox"/> Nil										
Other Entry Requirements: - Hard-working, honest, responsible, respectful, and with pleasing attitude - Eligible to work in Hong Kong. (Residents or dependent visa holders) - Able to work independently and as part of a team. - Able to work Saturday/ Sunday/ Public Holiday (Weekday off)													

Job Title : 5) Store Sales Associate		No. of Vacancy(ies): 2
Job Duties : - Maintain and replenish store stocks - Politely assist customers, and handle their inquiry and other needs inside the store - Full-time and Part-time (Saturday, Sunday, Public Holiday) posts available		
Contract of Employment : Full-time; Part-time		
Work Place: Ground Fl., 23 Li Yuen St., West, Central		
Working Hours : <u> 6 </u> Working days per week : Shift Holiday, Shift work, working hours : 8:30am-8:30pm , 9 hours per day		
Basic Salary : HK\$ 9,500 per *month (negotiable depending on experience) HK 50-55/hr part-time		
Other benefit(s)/allowance(s) : plus Commission around \$ (meet store target); Store VIP discount		
Required Education : Secondary		
Working Experience :		
Ability to Listen & Speak Language Requirement : Cantonese <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fair		Ability to Read & Write English <input checked="" type="checkbox"/> Able to Read & Write Chinese <input checked="" type="checkbox"/> Nil
Other Entry Requirements: - Hard-working, honest, responsible, respectful, and with pleasing attitude - Eligible to work in Hong Kong. (Residents or dependent visa holders) - Able to work independently and as part of a team. - Able to work Saturday/ Sunday/ Public Holiday (Weekday off)		

Part III: Job Application Method

Applicants can apply the vacancy by: ✓ Contact *Ms _____ Lam _____ at *Tel 3705 7507 ✓ Send the resume to Ms _____ Lam _____ at * E-mail * _____ sos@sms-onlineshop.com _____

Posting date until: **2/1/2019**