

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : <b><u>The Hong Kong and China Gas Company Limited</u></b>	Trade : Utilities
Company Address: <b><u>23/F, 363 Java Road, North Point</u></b>	

**Part II : Vacancy Information**

1) Job Title : <b><u>Contract Customer Service Officer (English &amp; Cantonese &amp; Tagalog/Bahasa Indonesia)</u></b>	No. of Vacancy(ies): 3
Job Duties : <ul style="list-style-type: none"> <li>● <b><u>The Role:</u></b></li> <li>● <b><u>Provide thorough customer hotline service in a quality manner and answer telephone enquiries</u></b></li> <li>● <b><u>Input customer enquiries, sales and customers' information by operating computers</u></b></li> </ul>	
Contract of Employment : <b><u>Full-time</u></b>	
Work Place:	
Working Hours : <b><u>5.5-6 working days per week</u></b> : Shift Holiday, Shift work, working hours : 08:00 – 10:00,9 hours per day	
Basic Salary : <b><u>HK\$ 12,000 per month</u></b> Other benefit(s)/allowance(s) :	
Required Education : <b><u>Secondary (Completed Secondary 6 / DSE)</u></b>	
Working Experience : 1	
Language Requirement : <b><u>Ability to Listen &amp; Speak</u></b> Cantonese <input checked="" type="checkbox"/> Fair English <input checked="" type="checkbox"/> Fluent Tagalog or Bahasa Indonesia <input checked="" type="checkbox"/> Fluent	<b><u>Ability to Read &amp; Write</u></b> English <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements: Computer literate Enthusiastic, sincere, customer-oriented and responsible year experience in customer service field is preferred	

**Part III: Job Application Method**

Applicants can apply the vacancy by:  Send the resume to Ms Femi OEI at E-mail Femi.oei@tongas.ocm
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Posting date until: **1/3/2019**