

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>Research</u>
Company Address: 30/F, 169 Electric Road, Fortress Hill, Hong Kong	

Part II : Vacancy Information

Job Title : Thai/Malay language Support Contractor	No. of Vacancy(ies): <u>2</u>
Job Duties : <ul style="list-style-type: none"> • <u>Read, react and response to member's enquiries by online messages</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 <-> Thai/Malay language</u> 	
Contract of Employment : <u>Part-time</u>	
Work Place: Fortress Hill	
Working Hours: <u>2 Working days per week</u> <u>Regular hours, 10:00-14:00 / 14:00-18:00</u>	
Basic Salary : <u>HKD 75-90 per hour</u> Other benefit(s)/allowance(s) :	
Required Education : Diploma/Certificate/Sub-Degree/Degree	
Working Experience : <u>Experience in customer service would be a plus</u>	
Language Requirement : <u>Ability to Listen & Speak</u> English <input checked="" type="checkbox"/> Fair	<u>Ability to Read & Write</u> English <input checked="" type="checkbox"/> Able to Read & Write Thai/Malay language <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements: <ul style="list-style-type: none"> ● <u>Good computer and communication skills</u> ● <u>Good decision-making, people and interpersonal skills</u> 	

Part III: Job Application Method

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

Posting date until: **2/4/2019**