

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : Toppan Merrill Limited	Trade : Financial Printing
Company Address: 14/F, China Building, 29 Queen's Road Central, Hong Kong	

**Part II : Vacancy Information**

Job Title : <b><u>Operation Assistant/Coordinator</u></b>	No. of Vacancy(ies): 3
Job Duties : <ul style="list-style-type: none"><li>● <b><u>Conduct workload and capacity analysis, forecast and planning</u></b></li><li>● <b><u>Liaise with various departments and sites to obtain clear task instructions and allocate job tasks</u></b></li><li>● <b><u>Coordinate and track work inflow and outflow to deliver timely turnaround of tasks</u></b></li></ul>	
Contract of Employment : <b><u>Full-time</u></b>	
Work Place: Central	
Working Hours : <b><u>5 working days per week; 9 hours per day</u></b> : shift work	
Basic Salary : HK\$ Negotiable per month Other benefits/allowances:	
Required Education : <b><u>Diploma/Certificate</u></b>	
Working Experience :	
Language Requirement : <b><u>Ability to Listen &amp; Speak</u></b> Cantonese <input checked="" type="checkbox"/> Fair English <input checked="" type="checkbox"/> Fair	<b><u>Ability to Read &amp; Write</u></b> Chinese <input checked="" type="checkbox"/> Able to Read English <input checked="" type="checkbox"/> Able to Read & Write
Other Entry Requirements: Overnight shift duty is required, with shift allowance and overtime pay	

**Part III: Job Application Method**

Applicants can apply the vacancy by:  Contact Mr Eric Sum at E-mail <a href="mailto:ericsum@toppanmerrill.com">ericsum@toppanmerrill.com</a> ; Send the resume to Mr Eric Sum at E-mail <a href="mailto:ericsum@toppanmerrill.com">ericsum@toppanmerrill.com</a>
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Posting date until: 4/6/2019