

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

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by **email: cheer@hkcs.org**. For enquiry please contact 3106 3104.

*Delete inappropriate item

Part I : Employer Information (Items will be showed in the post)

1. Company Name : Sunshine Laundry Convenience Store Co., Ltd	2. Trade : Laundry and Dry Clean
3. Company Address: 5/F., Blk A, Lee Sum Factory Bldg., 23 Sze Mei Street, San Po Kong, Kowloon.	
4. Contact Person : * Mr Sung	
5. Tel. No.: 2713 7667	6. Email Address: tommysung@sunshinelaundry.com.hk
7. Fax No.: 2713 7896	

Part II : Vacancy Information

8. Job Title : Shop assistant	9. No. of Vacancy(ies) : 3																																								
10 Job Duties : Handle daily operation of the store Provide quality customer service . Laundry and Dry cleaning Clothes folding Clothes delivery and collection etc.																																									
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time																																									
12. Work Place : <u>Discovery Bay</u>																																									
13. <u>6</u> Working days per week <input type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, working hours: _____ <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day																																									
14. Basic Salary : HK\$ <u>13000-14000</u> per *month <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____																																									
15. Required Education : <input type="checkbox"/> No requirement <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input checked="" type="checkbox"/> Secondary (Completed Secondary <u>3</u>) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)																																									
16. Working Experience : 2 years																																									
17. Language Requirement : (please take into account the genuine job requirement)	Ability to Read & Write																																								
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18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

Contact * Mr Lam at

*Tel 98447772

Send the resume to Mr* Lam at

* E-mail * Leonardlam@sunshinelaundry.com.hk

Part IV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: SUNG KA WING
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: _____



Date: 24/11/2020

For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)