

Job Advertisement Sample

Company Details	
Company Name	Tahoe Life Insurance Company Limited
Company Description	15/F, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong
Location	Taikoo
Classified Start Date	7 September 2020
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Administrative Assistant
Department	Office Service
Job Category	
Job Description/ Duties	<p>Job Purpose:</p> <ul style="list-style-type: none"> • The Administrative Assistant is responsible for providing support to mail room operations and performing general office administration duties <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Perform full support to mail room operations in a professional manner such as franking outgoing mails, sorting and delivery of internal documents & packages, organizing courier arrangement, filing of courier and mails records and keeping the mail room organized and tidy • Provide clerical support such as order office supplies, book meeting room, report any equipment malfunctions, direct technicians to perform repair and maintenance, meeting room set up, prepare payment requisition • Monitor monthly office cleaning work on Saturday • Perform outdoor activities/ad-hoc tasks when required
Requirements	<ul style="list-style-type: none"> • Form 5 or DSE above • 2-3 years relevant experience in mail room operations

	<ul style="list-style-type: none"> • Responsible, punctual, self-driven, detail-minded and able to work under pressure • Familiar with MS Office including Word, Excel, Outlook and Chinese word processing • Good command of written and spoken English and Chinese • Immediate available is preferable
Application Method	Interested parties, please send your resume with current and expected salary to hrd_hk@tahoelife.com.hk (Personal Data will be collected for recruitment purpose only.)
Application Deadline	
Year(s) of Working Experience	2
Employment Type	Full Time, Permanent
Additional Benefits	<ul style="list-style-type: none"> • Five-day work week • Life insurance • Medical insurance • Performance Bonus