

Job Advertisement

Company Details	
Company Name	China Ping An Insurance (HK) Co., Ltd.
Company Description	China Ping An Insurance (HK) Company Ltd. is a subsidiary of Ping An Insurance (Group) Company of China Ltd. Our business is General Insurance.
Location	Wan Chai
Classified Start Date	Jul 4, 2019
Job details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Receptionist
Department	Admin Department
Job Category	Administration
Job Description / Duties	<ul style="list-style-type: none">● Perform general receptionist duties including handling incoming calls and visitors greeting● Attendance Report maintenance● Logistic arrangement to warehouse and bulk printing for various Departments● Organize and distribute incoming correspondences and courier documents● Provide general office administration support such as procurement of office supplies, maintenance of office equipments and renovation● Schedule use of conference rooms and help to maintain clean and tidy facilities● Support office assistant and/or Secretary as required● Provide general clerical and administrative support● Assist in Company activities such as Annual Dinner, Christmas Party● Perform ad hoc assignment as required

Requirements	<ul style="list-style-type: none"> ● Proficiency in Cantonese, Mandarin & English ● Proficiency in PC applications including MS Word, Excel, Powerpoint and Chinese Word Processing ● Good telephone manner and excellent interpersonal skills ● Pleasant, proactive, mature and with strong sense of responsibility ● Immediately available or short notice preferred
Application Method	<p>Interested parties, please send your resume with current and expected salary to recruit@cpaihk.com (Personal data will be collected for recruitment purpose only)</p>
Application Deadline	
Year(s) of Working Experience	2
Employment Type	permanent
Additional Benefits	Salary will commensurate with caliber and experience.