

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	2 September 2020
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Administration Officer
Department	Office Service
Job Category	
Job Description/ Duties	<ul style="list-style-type: none"> • Provide office administrative support on procurement and inventory control of office supplies, repair and maintenance arrangement for office equipment, AV system and Access Control system etc. • Arrange mailing and courier services • Assist manager in preparing reports and internal notices, and update policies as required • Handle regular offsite storage service • Monitor confidential materials collection and destruction service • Handle payment requisitions and monthly expense report • Organize and maintain the filing system • Assist in meeting room booking and the setup • Handle staff enquires on office administration matters • Act as a back-up on reception duties • Any other works
Requirements	<ul style="list-style-type: none"> • Degree holder in Business Administration preferred • Minimum 3 years' office administration experience, preferably in the financial services industry

	<ul style="list-style-type: none"> • Property management experience is highly preferred • Well-organized, attentive to details, and strong time management skills • Supportive attitude and good communication skills • Good command of both spoken and written English and Chinese • Proficient in MS Office and Chinese Word Processing • Candidate with less experience would be considered for Administration Assistant
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	3
Employment Type	Full Time, Permanent
Additional Benefits	<ul style="list-style-type: none"> • Five-day work week • Life insurance • Medical insurance • Performance Bonus