

Accounts and Administration Clerk / Junior Clerk / Part-time Clerk

Roles & Responsibilities:

- Responsible for accounts payable/ accounts receivable & bank reconciliation
- Assist in commission calculation
- Assist in some administration and clerical work

Requirements:

- Form 5 or above, with LCCI intermediate Level
- At least 1 year's relevant working experience for clerk
- Strong sense of responsibility, hardworking with good communication skill and able to work under pressure
- Well versed in Microsoft application and Dac Easy
- Fast and accurate Chinese processing is a must (倉頡/速成)
- Immediate availability is preferred

**For Junior Clerk, Form 5, LCCI Intermediate Level, no relevant working experience is required.

Interested parties please send your CV together with your **expected salary and date of availability** to the Personnel & Administration Department by e-mail to info@easyproperty.com.hk or via fax to 2721 6668.

* Personal data collected would be used for recruitment purpose only.