

Admin. Clerk (TST & Shatin branch)

Roles & Responsibilities:

- mainly works in our TST head office and sometimes in Shatin Branch Office
- To provide general clerical support in the head office and assist in daily operation of the branch
- To assist the Management in preparing various monthly reports
- To assist in full spectrum of property management, promotion duties and some other interesting and challenging work, such as legal matters (for legal action to recover the arrears of rent or commission)

Requirements:

- Form 5 or above
- Some clerical experience is preferred, but not essential
- Strong sense of responsibility, hardworking with good communication skill and able to work under pressure
- Well versed in Microsoft and MS Office application
- Fast and accurate Chinese processing is a must (倉頡/速成)
- Immediate availability is preferred

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.