

Personnel & Administration Manager

Roles & Responsibilities:

- To lead a multi-functional working group to provide logistical work for the head office and three branches in Taikoo Shing and Shatin;
- To assist Managing Director to perform core management of the company;
- In charge of personnel, administration, promotion, property management and legal matters (for legal action to recover the arrears of rent or commission), undertake marketing collaterals, such as manage company's website content, newsletter, publicity materials etc.

Requirements:

- Degree holder is preferable
- 5 years of relevant working experience, of which 2 years are on supervisor level
- Experience in legal matters is an advantage
- Ability and willingness to handle multi-tasks independently
- Analytical & detail-minded, problem solving with good organization & interpersonal skills
- Proficiency in MS office applications including Chinese Word Processing (倉頡/速成)
- Good command of English and Chinese writing

Interested parties please send your CV together with your **expected salary** and **date of availability** to the Personnel & Administration Department by email to dennywongmy@yahoo.com.hk

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