



信達國際控股有限公司
CINDA INTERNATIONAL HOLDINGS LIMITED

(SEHK Stock Code : 111)

We are a fast growing listed financial group offering a comprehensive range of financial services covering corporate finance, securities trading, commodity and futures trading, fixed income, assets management and wealth management. To cope with business expansion, we invite high-calibre candidates to join us for the following position:

Officer – Administration Department

Responsibilities:

- Perform all-round office administration duties such as equipment maintenance, replenishment of office supplies, purchasing, office insurance, etc. and back up receptionist duties
- Liaise with the office vendors to ensure product support and maintenance of office equipments etc
- Assist in organizing company events and staff activities
- Participate in ad-hoc tasks as assigned and perform other duties as assigned by Department head

Requirements:

- Diploma or above in related discipline and with minimum 2-3 years relevant experience
- Excellent telephone manner, independent & presentable in handling front desk duties
- Cheerful personality with good interpersonal & communication skills
- Self-motivated, detail-minded and well-organized
- Strong sense of responsibilities and a good team player
- Good command of spoken and written English & Chinese. Fluent in Putonghua is a MUST
- Proficiency in MS Word, Excel and Chinese Word Processing
- Immediate availability is preferable

Interested parties please send your full resume stating your present & expected salary to HR Dept, quoting the reference number via e-mail to hr.recruit@cinda.com.hk or fax to 2907 6012 or mail to HR Dept, 45/F, COSCO Tower, 183 Queen's Road Central, HK.

www.cinda.com.hk

(All personal data will be used for recruitment purpose only)

