

Administrative Officer (AO)

Job Highlights

- Administration & Human Resources
- Personal Assistant
- 5 Mins to MTR Station

Company Overview

RMC is a Professional Surveying firm providing services to contracting companies and currently looking for an Administrative Officer for our Hong Kong office.

Job Description

Responsible for general administrative duties and office support, including procurement and maintenance of office equipment/facilities, regular housekeeping, replenishment of office supplies, etc.

- Assist in the handling of HR duties, including recruitment, staff leave, attendance record administration,
- Assist the Accounting Manager in simple account matters;
- Coordinate with all related internal and external parties
- Handle ad hoc tasks as assigned

Requirements

- Minimum 2 years working experience in administration or secretarial field;
- Non-Degree Tertiary Education or above (Overseas graduates are also welcomed);
- Good command of MS Office and basic IT knowledge;
- Good command of both written and spoken English and Chinese, Putonghua is a must;
- Team player, detail orientated and willing to work under pressure;
- Immediate availability will be an advantage

RMC offers candidates an attractive remuneration package, activities, medical allowance, and excellent career prospects.

Interested parties, please send your full resume with your present and expected salary and date of availability to our HR Department hr@rmccn.com.

For more information about our Company, please visit our website <http://www.rmccn.com>

All applications received will be kept strictly confidential and used for recruitment purposes ONLY. Applicants who are not invited for an interview within one (1) month may consider their application unsuccessful.