
Administration Officer, Tsuen Wan

Responsibilities:

- Publish work schedules with Department Heads for Branch Manager review
- Ensure the proper filing of pertinent documents
- Assist the Branch Manager in creating policies and procedure manuals
- Liaise with the building management on all matters effecting the Operation
- Liaise with contractors & service providers on all matters affecting the Tsuen Wan Operation
- Liaise with other Departments on all matters affecting the Operations Department
- Maintain records and keep track of the Operation's supplies and the purchases made
- Perform general clerical duties to include, but not limited to: photocopying, faxing, emailing, reviewing and editing of documents, filing and record keeping
- Ensure all back office equipment is in perfect working order, and serve as liaison with service personnel whenever repairs are needed and oversee the replacement of these items as seen fit
- Prepare various correspondence and reports from rough draft and compiled data, research and gather materials, assemble reports, and maintain and retrieve database information
- Prepares periodic management and operational reports
- Perform related duties as required; communicate with cleaning lady for pantry supplies and any advanced preparation before maintenance takes place
- Manage the Tsuen Wan Operations petty cash
- Knowledge of ISO Management
- Basic knowledge of HR
- Monitor disposal activities on a weekly basis
- Monitor the daily routine of the office and warehouse cleaner
- Key management

Requirements:

- HKCEE / HKDSE
- Minimum of 3 years experience in administration, preferably in logistics industry
- Good command of spoken English and Chinese
- The Office Administrator must have excellent English speaking skills & be able to work independently under pressure as a member of a strategic team
- Independent, well-organized, detail-minded, sense of responsibility and integrity

Working Hour:

- 5.5 days work per week, 8 hours work per day Monday to Friday, 4 hours work per day Saturday, one hour lunch per day (Monday to Friday)
(08:30 – 17:30 & 08:30 – 12:30)
- Weekend work is required

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave and 12 days annual leave, and medical benefits including medical expenses and sick leave etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: jobs@royaleinternational.com

All information collected will be used for recruitment purposes only.