
Billing Clerk

Responsibilities:

- Preparation of large volume of customer's invoice
- Issue invoices to customers in a timely manner
- Answer billing enquiries and solving client's problems

Requirements:

- HKDSE or equivalent
- Good spoken English is necessary
- Hard working and willing to learn
- Fresh graduates are also welcome
- Immediately available is preferred

Working Hour:

- Monday – Friday (08:30 – 18:00) or (09:00 – 18:30)

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.