
Operations Assistant

Responsibilities:

- Handling flight data including checking and emailing
- General data entry of shipment information
- General airline data entry
- Emailing Pre-alerts to overseas offices and agents
- Providing general support to the team
- Some warehouse assistance may be required

Requirements:

- HKCEE / HKDSE
- Fresh Graduates will be considered
- Knowledge of MS office
- Good English typing skills
- Well organised, positive and responsible

Working Hour:

- 5 days work per week, 9 hours work per day, one hour lunch per day (15:00-01:00/16:00-02:00)
- Shift work, weekend work and holiday work is required

Salary:

- \$12,000 monthly

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave, 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.