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## Warehouse Assistant

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### **Responsibilities 職責:**

- Preparation of airline exportation documents  
準備航空公司出入口文件
- Preparation of related material for exportation cargo  
編制出口貨物相關材料
- Assist with the managing of warehouse material & stock levels  
協助及管理倉庫物資和庫存
- Shipment processing  
處理航運貨物
- Assist with cargo unloading, cargo check-in & Cargo sorting  
協助卸貨、貨物登記及分貨
- Assist with cargo submission  
協助提交貨物
- Some outside work  
少量戶外工作

### **Requirements 要求:**

- HKCEE / HKDSE  
中五或以上程度
- Fresh Graduates will be considered  
應屆畢業生亦予以考慮
- Good command of spoken & written Chinese and simple English  
良好中文書寫及會話，簡單英語
- Basic knowledge of MS Office, Word & Excel  
基本電腦知識
- Willing to do physical duties  
接受體力勞動工作
- Good communication skills  
良好溝通技巧
- Able to work independently, have good initiative and attention to detail  
可獨立處事、主動及有條理

### **Working Hour 工作時間:**

- 5 - 6 days work per week, 8.5 hours work per day, one hour lunch per day  
每星期工作 5 - 6 天，每天工作 8.5 小時，1 小時午膳時間
- Shift work, weekend work and holiday work is required  
需輪班及在假期工作

### **Salary 薪金:**

- \$12,000 monthly

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.  
薪酬待遇包括生日假，5天侍產假，恩恤假，12天年假和醫療福利包括醫療費用及病假等

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

有意應徵者，可電郵個人履歷至 [jobs@royaleinternational.com](mailto:jobs@royaleinternational.com) 並列明現有薪金及期望薪金

All information collected will be used for recruitment purposes only.

一切收集所得之個人資料只用作職位招聘用途