

空缺資料



機構	香港專業進修學校 Hong Kong College of Technology
行業	教育
職位名稱	Administration Assistant (長工)
空缺數量	1
職責	<ul style="list-style-type: none">● Support administration duties including filing and handling enquiries from students and visitors● Support the duties of reception desk and classroom checking in the afternoons and evenings● Assist in tasks assigned by the Supervisor
要求	<ul style="list-style-type: none">● Diploma or Higher Diploma or above● Have at least 3 years of solid working experience● Good written and spoken English and Chinese● Proficiency in computer skills including Microsoft Office and Chinese word processing
工作性質	兼職
工作模式	輪班
工作時間	11:00 - 20:00
工作地點	旺角東
薪金	\$50 - \$80 (時薪)
津貼及福利	-
查詢／申請辦法	Interested parties please send your full resume with your available date, present and expected salary and quote the Position on the email subject to loiswong@hkct.edu.hk
網上申請	-
截止日期	25/10/2023