

Clerk

Responsibilities

- Provide administrative and clerical support to an operational team
- Collect rental or management fee
- Answer customer enquiries and other duties as assigned by supervisor

Requirements

- 5 passes in HKCEE, including English Language (Syllabus B) and Chinese Language
- Minimum 2 years of relevant working experience, preferable in property management
- ***Experience in collecting rental or management fee is essential/ highly preferred***
- Proficiency in PC skills, particularly in MS Excel, PowerPoint, Chinese Word Processing and Outlook

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme, life insurance, Employee Unit Purchase Plan and performance-based incentives.