

Close Print

Post Date 05-Sep-11

Employer Ref. CS-176 JobsDB Ref. JHK100003000942116

The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

Call Center Assistant

Responsibilities:

- Responding to Pick Up Hotline and order processing
- Coordinate with inter-departments to maintain collection smoothly
- Provide clerical support

Requirements:

- Form 7 or above
- Minimum 1 year clerical experience
- Good command of spoken and written English, preferably fluent in Mandarin
- Customer-oriented with excellent telephone manner
- Initiative and self-motivated
- Good interpersonal skill and be a team player
- Basic PC knowledge
- Fast and accurate typing skill
- Shift Duty is required (including Public Holiday)

Please visit our web site <http://www.royaleasia.com> for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com

All information collected will be used for recruitment purposes only.

Career Level	Entry Level
Yr(s) of Exp	1 year
Qualification	Matriculated
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Sales, CS & Business Devpt > Call Centre Sales, CS & Business Devpt > Others
Location	Kowloon Bay
Salary	HK\$9K - HK\$10K
Employment Type	Full Time

Quick Apply

Non-member Apply

JobsDB.com - Call Center Assistant Job is part of Hong Kong Sales Jobs, CS Jobs, Business Devpt Jobs, Call Centre Jobs, Sales Jobs, CS Jobs, Business Devpt Jobs, Others. Jobs provided by The Hong Kong Delivery Co Ltd

Close Print