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Post Date 12-Sep-11

Employer Ref. D-072 JobsDB Ref. JHK100003000956748



### 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.

#### Dispatch Assistant

##### Responsibilities:

- Daily job arrangement to courier drivers & walkers
- General data entry
- Clerical support to the team

##### Requirements:

- Form 5 or above
- 1 to 2 year(s) working experience
- Good command of spoken English and Cantonese, Mandarin is an advantage
- Professional telephone manner
- Proficiency in computer application
- Good communication skills, be patient and a good team player
- Able to work under tight schedule in a fast paced environment
- Shift duty is required

Please visit our web site [www.royaleasia.com](http://www.royaleasia.com) for company information.

Interested applicants please write your detailed resume stating your current and expected salary to email: [jobs@royaleasia.com](mailto: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	Transportation & Logistics > Others Others > Student / Fresh Graduate / No Experience
Location	Tsuen Wan Area
Salary	HK\$0K
Employment Type	Full Time, Permanent
Others	Fresh Graduate will be considered

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