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Post Date 29-Aug-11

Employer Ref. O-109 JobsDB Ref. JHK100003000928627



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.

Operations Clerk

Responsibilities:

General data entry and clerical work

Requirements:

Form 5 graduate or above
 Fast and accurate typing skill
 Good command of English
 Proficiency in computer operations
 Hardworking and willing to learn
 Willing to work on Public Holiday
 Working hours: 1300-2200/ 1400-2300/ 1500-0000/ 1600-0100

Please visit our web site 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 purpose only.

Career Level	Entry Level
Yr(s) of Exp	Not Specified
Qualification	School Certificate
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Others Others > Student / Fresh Graduate / No Experience
Location	Tsuen Wan Area
Salary	HK\$8K - HK\$9K
Employment Type	Full Time, Permanent
Others	Fresh Graduate will be considered

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