

Receptionist & Administrative Assistant

Responsibilities:

- Responsible general receptionist duties such as handling incoming calls and documents as well as greeting visitors in a professional manner;
- Assist in general office administrative work on daily support, source and coordinate with vendors, etc.;
- Coordinate and assist on catering ordering for business meetings/events;
- Maintain and update database and record within the administration team;
- Assist in organizing company events and employee activities;
- Work beyond normal working hours occasionally;
- Perform ad-hoc tasks as assigned.

Requirements:

- Diploma holder with at least 2 years' experience in reception/admin in team;
- Proficient using Microsoft office applications;
- Able to multi-task and work independently;
- Good spoken and written English and Chinese. Ability to speak Putonghua is an advantage;
- Strong communication and interpersonal skill as well as well-organized;
- Pleasant and cheerful, self-motivated, proactive, flexible with a positive work attitude;
- Good team player and able to communicate with all levels of staff;
- Eager to learn and take up responsibility.

When working with us you can expect:

- Stable employment in a dynamic, international organisation that is one of the leaders in the market.
- Wide benefit package including medical insurance for you and your family members, life insurance, annual leave, paid sick leave and others.
- Great work atmosphere, interactive, encouraging, friendly and supportive team and culture, and have chance to join Corporate Social Responsibility activities.
- Spacious, relaxing and comfortable office in Two Harbour Square, Kwun Tong with fantastic sea view.

If you believe your skills and competencies could be of an advantage for Ocean Network Express, please send your application letter with detailed resume and expected salary to eas.rhq.hr.job@one-line.com.