

## **Department Administrator**

### **Duties:**

- Handle department administrative duties
- Monitor and provide production & shipment update for Sales Team
- Support day-to-day sales order entry and follow up
- Assist sales team in preparing invoice, purchase order and delivery documents
- Perform ad-hoc assignments as required

### **Requirements**

- High Diploma or above
- 1 relevant experience in shipping will be an advantage but not essential
- Good computer skills, especially in MS Office (Word, Excel and Powerpoint)
- Good command of spoken and written English, Cantonese and Mandarin
- Attentive to details and a good team player

### **Benefit:**

- Bank Holiday
- Double pay
- Performance Bonus
- Location: Grade A Office in Tsim Sha Tsui East
- Friendly Working Environment

### **Application Method:**

[elaine@tshing.com.hk](mailto:elaine@tshing.com.hk)

(All information provided will be used for recruitment purpose only)