

榮華食品製造業有限公司

## WING WAH FOOD MANUFACTORY LIMITED

Administration Clerk (Sales & Promotion Department)

### **Responsibilities**

1. To provide clerical & administrative support to Sales & Promotion Department.
2. To provide clerical support including prepare sales report , data input & documentation.
3. To perform any other duties as assigned.

### **Qualifications**

1. HKCEE/HKDSE or above.
2. At least 2 years relevant working experience.
3. Proficient in Chinese typing.
4. Proficient in PC applications, such as Microsoft Excel, Word & PowerPoint
5. Able to work independently with good communication skills, detail-minded, well organized and willing to learn.

**Please email detailed CV and expected salary to [lawrencelee@wingwah.com](mailto:lawrencelee@wingwah.com)**

**Data collected will be used for recruitment purpose only.**