



香港仔坊會

AKA

職位空缺編號：**AK1807033**

僱主名稱：卓遠企業服務有限公司

職位空缺名稱：文員

行業：商業服務

工作時間：每週工作 5 天，星期一至五 09:00~18:00

薪酬：月薪\$11,000~13,000

工作地區：上環

資歷：F.5 or above, relevant working experience, reasonable communication in Chinese (Cantonese) & English

職責：Provide clerical support to the Project Team (e.g. documents copying, scanning & filing; data input...etc), Perform reception duties, handling telephone calls, greeting and serving visitors, Outdoor work occasionally, Assist in others ad hoc task as requested

備註：有薪年假、強積金、醫療、銀行假  
歡迎 50 歲或以上人士申請

職位空缺：2

