



CLERK

Description:

- Provide clerical support for Air Export Customer Services Department
- Ensure the accuracy and on time processing of data input and issuance of invoice
- Communicate with client and follow up clients booking and payment
- Liaison with air operations team and internal parties

Job Requirement:

- Form 5 / DSE or above
- 1 year clerical experience
- Good PC skill
- Good English and Mandarin
- Willing to learn, responsible and hard working
- Fresh graduate are welcome
- Immediately available is preferable

We offer attractive remuneration packages including Overtime Allowance, 5.5 days (Alt. Sat) work with Bank Holidays, Medical Insurance, 12 days' annual leave, Year-End Double Pay and excellent career development opportunities to the right candidate.

If you are passionate, self-driven and looking for a new and exciting opportunity within a successful and growing company, this may be the right role for you. Please press **JOIN US** to submit your full resume with expected salary and availability to Human Resources Department

Personal data collected will be treated in strict confidential and for recruitment purposes only.