CHINA FREIGHT
HONG KONG LIMITED
香港中傑航運有限公司

Clerk

Job 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 and excellent career development opportunities to the right candidate. Interested parties please send 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.