



CURRENT OPENINGS

CONTRACT ADMINISTRATION OFFICER

Job Reference number: GMO-CAO-1111

Responsibilities:

Provide documentation support to sale team;
General office administration and document delivery arrangement;
Provide secretarial assistance to General Manager.

Our Preference:

Form 7 or above; Fluency in both English and Cantonese;
Proficiency in MS-Office applications;
At least three years experience in office administration preferred;
Knowledge in financial accounting preferred but not essential;

The potential candidate must have strong business sense and high integrity standard in order to succeed in our business.

We offer 5-day work in an enjoyable working environment at a convenient location in Central. Please send your full CV with expected salary to us by mail to:

Human Resources Manager
mformembership
Suite 1303 SBI Centre
54-58 Des Voeux Road Central
Central, Hong Kong

Please quote GMO-CAO-1111 on your envelope. No phone calls please.

Although we appreciate all interest, only those selected for interview will be contacted. All unused application information will be destroyed within six months. All information received will be kept in strict confidence and only for employment-related purpose.

(Updated: 14 December 2011)