

General Admin Support (E-trading)

Description

Out client, an e-commerce and e-trading enterprise is hiring a **General Admin Support** to handle daily admin and logistics works. Fresh graduates are highly welcome.

Responsibilities

- Perform administrative support to the team including data input, replying inquiry emails, logistics and shipment arrangements
- Receiving physical forms, gather and input online application forms on company website for products ordering
- Prepare PO, confirm and approve trading forms for order placed

Qualifications

- Fresh graduates are welcomed, preferably Degree Holder
- 1 year experience in shipping company is an advantage
- Good command of English and Chinese
- Basic PC skills, Word and Excel
- Immediately available is highly preferred

Job Benefits

- 5-Day Work Week
- Working Hours: 10am to 7pm
- Bank Holidays / Public Holidays
- 12-14 Days Annual Leave
- Payable Sick Leave
- Back Office Work, No Customer Service needed
- Renewable Contract

Contacts

*If you have the desire for a challenging and rewarding career development, send us your resume quoting your present and expected salary by clicking "**Apply Now**" or email to hr@waionsolutions.com*

Employment Type

Contract / Full Time

Duration of employment

1 year (Renewable)

Industry

Trading

Working Hours

10:00 – 19:00

Date posted

2018-06-14