

<https://waionsolutions.com/2018/04/27/operation-clerk-trading-industry/>

## Operation Clerk – Trading Industry

### Description

Our client is the statutory organisation promoting Hong Kong's external trade, seeking a **operation clerk** to join their team. It has over 50 years of history in Hong Kong and strive to be the best trade promotion organisation in the world.

### Responsibilities

- Performs daily routine eDM Operation base on the Workflow Processing System
- User Account administration on In-house System and Access Database System
- Prepare and Setup PC as necessary
- Communicate with user and handles their inquires/complaints
- Any ad-hoc duties as assigned

### Qualifications

- F.5 or above with Certificate in related discipline  
0-1 year related working experience is preferred
- Basic Knowledge on using Microsoft Windows and Microsoft Office
- Good interpersonal and communication skills
- Able to work under pressure and independently

### 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 hr @waionsolutions.com

### Employment Type

Contract / Full Time

### Duration of employment

1 year (Renewable)

### Industry

Trading

### Date posted

2018-04-27