

## Crossover-International Company Limited

(華豐正凌國際有限公司)

### **Clerk/ Administrative Assistant**

(Department: Information & Technology)

Job Description:

- i. Administrative activities, handle correspondence and telephone calls
- ii. Liaise with customers and market contacts
- iii. Prepare reports and presentation materials
- iv. Handle ad hoc projects when required

Job Requirements:

- i. Excellent command of written and speaking in English and Mandarin
- ii. Proficient in computer skills, especially in Excel, Outlook and PowerPoint
- iii. Strong attention to details and can handle different tasks at the same time
- iv. Self-motivated, flexible, independent and able to work under pressure, can accept possibility of flexible working hours
- v. Strong desire to learn and to be successful
- vi. Strong lateral thinking abilities
- vii. Chinese typing is a must

Learning Elements:

- i. Apply knowledge acquired in the classroom to real-world situations.
- ii. Students who have completed internships are more likely to get a job at their internship site or with a competitor than students who have
- iii. not completed an internship.
- iv. Clarify attitudes about careers in their field.
- v. Improve time management, communication, and interpersonal skills.

Salary: HK\$ 40

No of hours/ day: 8

No. of days/week: 5

Attachment Period: 8 Jun 2015 to 31 Aug 2015

If you are interested, please feel free to contact Mr. Alex Hung (tel: 2869-6603/  
fax: 3903 1901/ alex@crossover-int.com)