



ERIC TANG & ASSOCIATES LTD.

鄧氏測量師行有限公司

SURVEYING CONSULTANT 測量顧問



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### Recruitment of Administrative Assistant

#### **Responsibilities:**

- Prepare quotations
- Assist in daily office operation
- General clerical and administrative duties
- Assist in providing support and enquiry to customers
- Executive services, plan, coordinate & implement project

#### **Requirements:**

- F.7 or above education level; Preferable to Higher Diploma or above holder in Land Surveying/ Geomatics
- Basic knowledge in computer usage and operation such as MS Office applications
- Able to handle customers' enquiry
- Good communication skills in English and Cantonese; and Fair in Mandarin
- Self-motivated and initiative

#### **Contact:**

To apply, please send your full resume with expected salary and date of availability by post to **Administrative Assistant, Eric Tang & Associates Ltd., Room 1012 & 1015, Corporation Park, 11 On Lai Street, Shatin, N.T.**; via email at [job@eric-tang.com.hk](mailto:job@eric-tang.com.hk); or by fax to 2709 5869. For enquiries, please feel free to contact Ms. Kathy Chan at 2148 3384.

*(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidates and applications will be destroyed within six months)*