



ERIC TANG & ASSOCIATES LTD.

鄧氏測量師行有限公司

SURVEYING CONSULTANT 測量顧問



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Ref. : ETA-L-ADMIN-091030

Date: 30 October 2009

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; or by fax to 2709 5869. For enquiries, please feel free to contact Ms. E. Wong 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)