



Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0607088F**

Date: **4-Jul-07**

Post: **Customer Service Representative** No. of Vacancies: **1**

Name of Organization: (English) Isagenix (Asia Pacific) HK Ltd.	
(Chinese) N/A	
Address: Suites 02-06, L42 Langham Place, 8 Argyle Street, Mongkok, Kowloon	
Web site: N/A	
Business Nature: Trading	
Working Location: Mongkok	
Working Hours: 10am – 6pm (Mon – Fri) 10am – 4pm (Sat)	Commencement Date: Immediately
Salary: \$9,000 per month	Other Benefits: 5 days work
Job Descriptions: To handle order entry, enquiries, incoming phone call, complaints and general administrative duties	
Requirements: College or above	
Special Knowledge/ Skills: - Previous related working experience preferred. - Proficient in MS Word, Excel, PowerPoint, Chinese Word Processing - Excellent in English, Cantonese and Mandarin - Excellent in people skills	
Application Procedure: <input checked="" type="checkbox"/> By E-Mail: isahk105@yahoo.com.hk <input checked="" type="checkbox"/> Please submit Covering Letter / Resume	
Application should send to: Miss Carol Poon	
Closing Date: N/A	
Remarks: N/A	