



## Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0708008P**

Date: **3-Sep-07**

Post: **Part-time Clerk**

No. of Vacancies:

**1**

Name of Organization: (English) <b>Shun Tak – China Travel Ship Management Ltd.</b>	
(Chinese) 信德中旅船務管理有限公司	
Address: <b>83 Hing Wah Street West, Lai Chi Kok, Kowloon</b>	
Web site: <a href="http://www.turbojet.com.hk">www.turbojet.com.hk</a>	
Business Nature: <b>Shipping</b>	
Working Location: <b>Hong Kong</b>	
Working Hours: <b>12 – 15 hours per week</b>	Commencement Date: <b>N/A</b>
Salary: <b>HK\$40 – 50 per hour</b>	Other Benefits: <b>N/A</b>
Job Descriptions: <b>Filing / Data input / Clerical duties as assigned by superiors</b>	
Requirements: <b>N/A</b>	
Special Knowledge/ Skills: <b>Knowledge of MS office, HRM knowledge preferable but not essential</b>	
Application Procedure:	
<input checked="" type="checkbox"/> By Email: <a href="mailto:hr@turbojet.com.hk">hr@turbojet.com.hk</a> <input checked="" type="checkbox"/> By Fax: <b>2371 0292</b> <input checked="" type="checkbox"/> By Mail: <b>As above</b>	
<input checked="" type="checkbox"/> <b>Submit Covering Letter / Resume / Exam Results</b>	
Application should send to: <b>Ms Joyce Wong</b>	
Closing Date: <b>N/A</b>	
Remarks: <b>N/A</b>	