



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

Serial No: **ES 0708010P**

Date: **6-Sep-07**

Post: **Part-time Secretary**

No. of Vacancies:

-

Name of Organization: (English) <b>Cherry Leung's Financial Consulting Company</b>	
(Chinese) <b>N/A</b>	
Address: <b>Rm. 902, Caroline Centre, Lee Garden 2, 2 – 28 Yun Ping Road, Causeway Bay, HK</b>	
Web site: <b>N/A</b>	
Business Nature: <b>Finance &amp; Insurance</b>	
Working Location: <b>Causeway Bay</b>	
Working Hours: <b>4 – 8 hours per day (twice a week)</b>	Commencement Date: <b>ASAP</b>
Salary: <b>Negotiable</b>	Other Benefits: <b>N/A</b>
Job Descriptions: <b>- Clerical Work, able to use Microsoft Office software and Photoshop well</b> <b>- Preference will be given to those who know IT and Design</b>	
Requirements: <b>Any</b>	
Special Knowledge/ Skills: <b>- Knowledge of IT and design is preferred</b> <b>- Willing to work under pressure and good communication</b>	
Application Procedure: <input checked="" type="checkbox"/> By Email <b>cherryrecruitment07@yahoo.com.hk</b> <input checked="" type="checkbox"/> <b>Submit Covering Letter /Resume/ Photo</b>	
Application should send to: <b>Miss Cherry Leung</b>	
Closing Date: <b>30 November 2007</b>	
Remarks: <b>Working Period: End of August to 2008 summer</b>	