



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

Serial No: **ES 0708011P**

Date: **6-Sep-07**

Post: **Part-time Administrative Officer**

No. of Vacancies:

**1**

Name of Organization: (English) <b>IPES Brentwood Limited</b>	
(Chinese) N/A	
Address: <b>Suite 503, 5/F., 50 Wellington Street, Central, Hong Kong</b>	
Web site: <a href="http://www.brentwood-co.com">www.brentwood-co.com</a>	
Business Nature: <b>Consultant</b>	
Working Location: <b>Central</b>	
Working Hours: <b>Flexible, but minimum 10 ours per week Our office hour is Monday to Friday from 9:00am to 7:00pm (Saturday and Sunday off)</b>	Commencement Date: <b>N/A</b>
Salary: <b>\$40 per hour</b>	Other Benefits: <b>N/A</b>
Job Descriptions: <b>1. Data bank entry and management 2. Call candidate and up-date the details in the resume 3. Fine tone resumes for candidates 4. Market research and search candidates from data bank 5. Assist in Advertising and Promotion and client relationship management 6. Handle administrative work 7. Personal secretary of Director</b>	
Requirements: <b>Student from College in Hong Kong island</b>	
Special Knowledge/ Skills: <b>1. Excellent communication skills in English and proficient in Chinese 2. Able to handle details and work with computer 3. High initiative 4. Good commercial sense and people skills 5. Trustworthy and persistence</b>	
Application Procedure: <input checked="" type="checkbox"/> By Email: <a href="mailto:Iriswoo@brentwood-co.com">Iriswoo@brentwood-co.com</a> <input checked="" type="checkbox"/> <b>Submit Resume</b>	
Application should send to: <b>Ms Iris Woo</b>	
Closing Date: <b>N/A</b>	
Remarks: <b>N/A</b>	