



Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0708084F**

Date: **30-Jul-08**

Post: **Account Clerk** No. of Vacancies: **1**

Name of Organization: (English) Enviro Energy International Holdings Limited	
(Chinese) 環能國際控股有限公司	
Address: Unit 806, Level 8, Core D, 3 Cyberport, 100 Cyberport Road, HK	
Web site: www.enviro-energy.com.hk	
Business Nature: Energy exploration	
Working Location: Southern District in HK Island	
Working Hours: 9:00am – 6:00pm (5-day work)	Commencement Date: ASAP
Salary: HK\$8K - \$9K	Other Benefits: Medical Insurance, MPF, Bank Holiday and Annual Leave
Job Descriptions: (1) Voucher preparation and data input (2) Cheque issuing (3) Weekly report	
Requirements: Graduate in Accounting	
Special Knowledge/ Skills: Nil	
Application Procedure:	
<input checked="" type="checkbox"/> By Email: recruit@enviro-energy.com.hk	
<input checked="" type="checkbox"/> Please submit Covering Letter / Resume	
Application should send to: Human Resources Department	
Closing Date: 31 August 2008	
Remarks: N/A	