



香港仔坊會

AKA

職位空缺編號：**AK2005009**

僱主名稱：Learning Grace

職位空缺名稱：行政助理/助理行政主任

行業：零售

工作時間：每星期工作 5.5 天，星期一 15:00~19:30，星期二至五 11:00~19:30 及星期六 10:00~18:30

薪酬：月薪\$11,500~15,300

工作地區：堅尼地城

資歷：中五或以上程度

職責：Assist in the development of marketing strategy & client relationship building; Liaise with clients regarding inquiries, operational & team support; Manage social media channels, Facebook, Instagram, website, etc; Organize & maintain center supplies & support the staff & teachers; Assist to manage the staff

備註：有薪年假，強積金，醫療，佣金，銀行假

職位空缺：1