



職位空缺編號：**AK2211002a** 僱主名稱：Leader Marine Products Trading Limited

職位空缺名稱：包裝員 行業：貿易

工作時間：每週工作 5.5 天，每天工作 4~8 小時，輪班輪休

薪酬：月薪\$13,000~15,000 工作地區：田灣

資歷：中學程度或以上；懂讀寫中文、略懂讀寫英文；具責任感、良好衛生意識；一年或以上經驗，具包裝經驗者優先

職責：標貼貨物、包裝貨物、包裝封口、貨物分單

備註：有薪年假、醫療

職位空缺：1



香港仔坊會

AKA

職位空缺編號：**AK2211002b**

僱主名稱：Leader Marine Products Trading Limited

職位空缺名稱：Accounts Officer/ Accounts Clerk

行業：貿易

工作時間：每週工作 5 天，星期一至五 09:00~18:00

薪酬：月薪\$14,000~20,000

工作地區：田灣

資歷：

- Higher Diploma or above in accountancy/finance with LCC intermediate (level 2)
- 3 years relevant experience, experience in food industry an advantage
- Candidate with less experience will be considered as Accounts Clerk
- Proficient in SAP and MS Excel and problem-solving skills
- Good Command in spoken & written English & Cantonese
- Positive working attitude, attend to details and strong sense of responsibility
- Immediately availability is highly preferred

職責：

- Manage a team to perform accounting and finance related procedures
- Process daily administrative and billing
- Handle full set of accounts and month-end closing
- Preparing regular and ad hoc reports
- Support operational and ad-hoc tasks as required

備註：有薪年假、醫療

職位空缺：1