



職位空缺編號：**AK2301024a**

僱主名稱：Leader Marine Products Trading Limited

職位空缺名稱：Clerk

行業：貿易

工作時間：每週工作 5.5 天，星期一至五 09:30~17:30 及星期六 09:30~13:00

薪酬：月薪\$12,000

工作地區：田灣

資歷：

- 1 year or above working experience
- Proficiency in Microsoft Office
- Good Command in English and Cantonese
- Good communication and interpersonal skills
- Positive work attitude, Eager to learn and grow
- Immediate available is preferred

職責：

- Provide general admin support to the team
- Data input, filing and clerical works
- Label printing and distribution
- Perform ad hoc assignments as and when required

備註：有薪年假、強積金、醫療、銀行假、在職培訓、年終獎金

職位空缺：1



香港仔坊會

AKA

職位空缺編號：**AK2301024b**

僱主名稱：Leader Marine Products Trading Limited

職位空缺名稱：Operation Assistant

行業：貿易

工作時間：每週工作 5 天，星期一至五 09:30~17:30

薪酬：月薪\$15,000

工作地區：田灣

資歷：

- 1 year + working experience preferred, fresh graduated can also be considered
- Proficiency in Microsoft Word, Excel and PowerPoint
- Good in English, Cantonese and Mandarin
- Good in verbal and written communication skills
- Positive work attitude and strong sense of responsibilities
- Immediate available is preferred

職責：

- Major responsibilities in Customer Services & Procurement Department
- Give customers information about products and services
- Processing orders, forms, applications, and requests etc
- Maintain adequate inventory, scheduling and receiving shipments of raw materials as well as scheduling manufacturing
- Handle shipping documents including the preparation of invoices, packing lists and other shipping documents as required
- Tracking products through depots to make sure they arrive at their destination
- Oversee the billing process and paperwork
- Communicate regularly with customers in order to avoid unforeseen changes or surprises in orders

備註：有薪年假、強積金、醫療、銀行假、年終獎金

職位空缺：1



職位空缺編號：**AK2301024c**

僱主名稱：Leader Marine Products Trading Limited

職位空缺名稱：Senior Customer Service Officer

行業：貿易

工作時間：每週工作 5 天，星期一至五 09:30~17:30

薪酬：月薪\$19,000

工作地區：田灣

資歷：

- 5 years in customer service experience
- Higher Diploma holder in Hospitality and Tourism Management or other related disciplines
- Proficiency in Microsoft Excel, Word, PowerPoint and Chinese Word processing
- Ability to multi-task and stay organized in a fast-paced and changing environment
- Detail-minded and well-organize, work independently and work under pressure
- Strong command of both written and spoken English and Chinese
- Experience in frozen food product company is an advantage
- Immediately availability is preferred

職責：

- Deliver quality services to resolve customer enquiries and complaints from both telephone and online channels in a customer-centric and professional manner
- Take immediate actions towards potential customer's complaint and provide constructive advices for continuous improvement
- Consolidate customers' feedback from all channels and prepare regular investigation reports on Customer Satisfaction for management review
- Work closely with drivers to ensure timely, efficient and effective dispatch to customers
- Prepare training materials and guidelines as well as deliver training to the team on job knowledge and customer service skills if necessary
- Handle ad-hoc tasks assigned by supervisor

備註：有薪年假、強積金、醫療、銀行假、在職培訓、年終獎金

職位空缺：1