

Assistant Officer - Administration

Job Description

Reporting to the Assistant Manager of Finance, the Assistant Officer of Administration is responsible for:

- providing administrative support to the accounting department including but not limited to preparation of bookkeeping and accounting documents, data input, expenses report and reimbursement;
- assisting in merchandising of CHAT Shop, proactively monitoring status of purchase orders and sales orders with necessary documentations and appropriate actions
- maintaining accurate data in the POS system of CHAT Shop and assisting in stock-taking process; and
- performing other ad hoc job duties.

You should have/be

- Bachelor's Degree in Business Administration or related discipline.
- At least 2 years of relevant working experience.
- Highly motivated, detail minded and strong sense of responsibility.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint.
- Good command of written and verbal communication in both English, Cantonese and Putonghua.
- Flexible and willing to work overtime and on holidays/ weekends at times, especially during peak seasons or exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 31 May 2025.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after the application deadline may consider their applications unsuccessful.*