

Temporary Sales Administration Assistant (Fresh graduates welcome)

Principal Accountabilities:

- Support the team on preparing sales quotations, sales orders, cost sheets, purchase orders, payment application, shipment invoice and packing list.

Skills:

- Excellent MS office skills in particular Excel
- English proficiency
- Good organisation and communication skills
- Effective time management and able to handle multi-tasks
- Knowledge of using ERP system will be a plus

What we offer?

- Good career prospects
- 5-day work week
- Staff Living Room

Interested parties please send your resume together with your expected salary and date of availability to hrd@arnhold.com.hk for our consideration.

For further information, please visit our company website: www.arnhold.com.hk

(Personal data provided by job applicants will be used strictly in accordance with our personal data policy and guidelines which is available upon request. All related information will be retained for a maximum period of 6 months and all personal data will be destroyed afterwards.)