

HONG KONG BAPTIST UNIVERSITY
DEPARTMENT OF SOCIOLOGY

JOB VACANCIES REGISTRATION FORM

Part I: Job Information Please ✓ or *delete as appropriate

Name of Organization: The Chinese Manufacturers' Association of Hong Kong

Business nature: Commerce/ Industry Government Education Community/ Social Service
 NGO

Position offered: Executive Assistant No. of vacancies: ONE

Employment Period: Full Time: _____
 Part Time: _____ No. of working hours/days: _____

Job nature: Human Resources Customer Service Teaching/lecturing
 Clerical work/Office support Administration/Management Insurance
 Public Relations /Advertising Scientific and research work Editorial/ Journalism
 Social/ Community service Real Estate
 others: Administrative Support & Event Coordination

Entry Requirements: Good PC knowledge in MS Office , Powerpoint and Chinese Inputting method

Job description: Provide Administrative Support to Training Centre. Assist in Event Organization

Place of Work: CMA Building, Central

Salary: HK\$ negotiable

Part II: Application

How to apply: please send full resume with expected salary to recruit4@cma.org.hk

Contact person: Ms Amy Pang Tel: 2542 8647

Enquiry Email: SOA@cma.org.hk

Closing Date for Application: _____

REMARK: *The information provided will be made publicly available on our website.*