



Bond West Consultants

Job Title	Administration Assistant
Duration	June – August
Job Description	<ul style="list-style-type: none"> ▪ Provide clerical and administration support ▪ Handling incoming calls & greeting visitors ▪ Support ad hoc duties, projects and activities as assigned
Job Requirement	<ul style="list-style-type: none"> ▪ Proficient with MS Office (Word, Excel, PowerPoint) ▪ Fast learner and able to work under pressure ▪ Good command of both spoken & written English and Cantonese ▪ Proactive with positive working attitude, motivate and willing to learn, sense of responsibility, independent and detail minded
Remuneration	HKD \$8,000 - \$9,000 (Negotiable)
Deadline of Application	29 th May, 2014 23:59
Document required	<ul style="list-style-type: none"> ▪ Resume

About Bond West Consultant (International) Limited:

Bond West Consultants, founded in the 1990s, has consistently been providing effective recruitment services to a wide variety of industries from our offices in Hong Kong, Shenzhen, Guangzhou, Shanghai, Beijing and Chongqing. To cope with the enterprises' extension to Asia Pacific Regions trend in these few years, Our Group has set up a branch in Singapore, which in return can provide a total- solution package to our sincere & esteem client throughout Asia- Pacific Regions.

Our well-trained consultants, combined with systematic data management capabilities, allow us to maintain an extensive, high quality network of human resources, and to respond efficiently to the needs of even the most specialized organisations.

With the growing influx of foreign investment in the PRC, and the steady growth of local Chinese companies, the demand for high quality staff is often unmet. Bond West has the power and the networks to access the best quality staff to help your company to grow in the local market, regardless of your industry type or company size.