



JANCO GROUP
駿高集團

物流文員 (油塘) / Logistics Clerk (Yau Tong)

Job Description :

- Fulfill logistics clients requirements ;
- Provide customer service support to our clients ;
- Prepare reports, conduct survey, data entry, invoice, costing and follow up action ;
- Ad hoc assignments are needed.

Job Requirements :

- F.5 or above ;
- 1 year experiences in logistics or warehouse experience ;
- Proactive, self-motivated, willing to learn and able to work under pressure ;
- Good computer knowledge, Excel and MS Word, and Chinese word processing ;
- Good English and Mandarin ;
- Immediate available will be an advantage.

Working location : Yau Tong

Working hours : Mon-Fri : 0900-1800 & Sat (Alt) : 0900-1800

We offer attractive salary and remuneration package to the right candidate. Interested parties please send full resume with present and expected salary to hr@jancofreight.com.