



JANCO GROUP  
駿高集團

## 倉務文員 (油塘) / Warehouse Clerk (Yau Tong)

### Job Description :

- Fulfill logistics and warehouse clients requirements ;
- Prepare logistics and warehouse report, invoice and costing ;
- Provide customer service support to our clients ;
- Ad hoc assignments are needed.

### Job Requirements :

- F.5 or above ;
- 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](mailto:hr@jancofreight.com).