

Admin Assistant (Operation)

Contract based

Job Description

- Attend to phone calls and walk-in customers
- Timely email correspondences with customers
- Data entry
- Scanning and photocopying
- Preparation of training materials

Job Requirements

- Minimum "O" level
- Able to converse in Mandarin with Chinese speaking customers
- Preferably 2 years of admin experience
- Proficient in MS Words/Excel

Interested applicants to send CV to
career@elitic.com