

Company Name	China Geo-Engineering Corporation
Company Website	http://www.cecep.cn/g9785.aspx
Job title	Labor Officer
Number of job vacancies	3
Job nature	Human Resources / Administration
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	Responsible for processing and following up site staff contract, MPF Records, attendance and salary record, CWRA Record
Requirements / qualifications	<ul style="list-style-type: none"> • 5 passes in HKCEE or HKDSE including English Language, Chinese Language and Mathematic; • Experience on personal management or human resource related duties preferably; • Good Computer Knowledge; • Good command of spoken and written English and Chinese
Application Method	Interested parties please send full resume with expected salary to Miss Catherine Lee by email to hr@cgchk.com.hk or fax to 36942653.
Salary / allowance per month	HKD15,000 to HKD17,000
Application Deadline	6/30/2019