

## Jebsen Beverage Company Limited

### **Part Time Data-Entry Clerk (Temporary - 3 months)**

#### **Responsibilities:**

- Responsible for accurate and quick data entry & data cleansing
- Provide general clerical support for the commercial project
- Perform ad hoc tasks as assigned

#### **Requirements:**

- Diploma or above
- Fresh graduate or university students are welcome
- Good communication skills in both English and Chinese
- Attention to details, responsible and able to work under pressure
- Able to work for at least 2 days per week (Monday – Friday).
- Immediate available is preferred
- *Please state the available working pattern in the resume*

Work Location : Causeway Bay

Interested parties please send your full resume and expected salary to [beveragehk@jebsen.com](mailto:beveragehk@jebsen.com) or by fax to (852) 2882 4159.

All information provided by applicants will be used for recruitment purposes only.