

Healthpro Technology Company Limited

Healthpro Technology Co. Ltd. is specialized at providing advanced technologies for clinical diagnostic applications. Our customers can use our systems for the diagnosis of diseases like myeloma, thalassemia, leukemia, anemia, diabetes, autoimmunity, bleeding, and others. We are providing sales & marketing of our systems as well as application training to our customers and technical engineering support to our systems. To cope with our business expansion, we invite qualified people to apply for the following position:

Office Administrator

Responsibilities:

- Handling office administration and order administration job (including Purchasing and marketing support, handling & replying incoming and outgoing calls, emails, correspondence, organizing events and marketing activities);
- Preparing routine support, reports, work sheets for Marketing & sales analysis, Purchase and inventory analysis, maintenance contract, and tender document;
- Assisting to Store and Inventory Management, Accounting and Financial work.

Requirements:

- University graduate prefer major in Accounting/ Business Administration/Marketing, Supply Chain management with outstanding academic results
- Good command of English, Mandarin, and Cantonese
- Knowledge of using computer software, Excel, Micro soft Word, Power Point
- Knowledge of using Accounting Software MYOB is preferable (but not a must, we can provide on job training)
- 1-2 relevant working experience is preferable. Fresh graduates are welcome to apply, we will provide on job training.
- Monthly Salary range from HK\$11,000 to 15,000 depends on working experience.
- Other fringe benefits according to labor law.

Interested parties shall send your application letter and detailed resume with expected salary by e-mail to [**personnel@healthpro.com.hk**](mailto:personnel@healthpro.com.hk) with attention to **Ms Veronica Wong**. All documents provided shall be in PDF format. Please visit our website [**http://www.healthpro.com.hk**](http://www.healthpro.com.hk) for more details about our company.