

CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

Business Operation Executive

Responsibilities:

- Process purchasing orders and warehouse liaison
- Handle customers' enquiries on books, courses and workshops
- Members database management.
- Manage display room and e-shop orders.
- Assist in office and Centre administration work, such as reception management, guest greeting, appointment arrangement and ad-hoc projects.

Requirements:

- F.7 or above, with at least 1.5 years or above related working experiences
- University fresh graduates are welcome
- Proficient in Chinese and English word processing
- Proficient in MS Office usage
- Experiences in using ERP system is preferred
- Willing to learn and good in memory
- Candidates with experience or training in Accounting would be an advantage

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

Qualified candidates please apply with detailed resume and expected salary email to The Human Resource Department by fax at 3187 4876 OR by mail to recruit@classroom.com.hk.

Note:

- ↳ Please state your position applying on email **SUBJECT** when applying.
- ↳ Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.