



Make It **DIFFERENT**
不一樣的香港街市

Leasing Assistant/Clerk

Responsibilities :

- Provide support to Leasing Team on leasing administration related matters
- Prepare and administer all tenancy agreements, leases, licenses, and other related documents
- Assist in regular reports preparation and analysis
- Assist in the superior to handle complaints / enquiries from tenants
- Assist in ad-hoc duties and projects as required

Requirements :




- Diploma or above
- Min. 1 year working experience
- Self-motivated, detail-oriented, proactive, and able to work under pressure
- Proficient at MS Word, Excel, and PowerPoint
- Good command of both spoken and written Chinese, English, and Putonghua


Staff Benefits :

Double Pay	Birthday Leave	Five days work
12-18 days AL	Medical Insurance	Provide Free Lunch
Wedding Leave	On Job Training	

Application :

Please send your full resume to below.

 6135 6685  6135 6685  6135 6685

 hr.recruit@unichina-market.com



Via WhatsApp

Notes : All information collected will be used for recruitment purpose only.