



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Executive Office

Position Title: Administrative Assistant

Job Description:

- Provide administrative supports to the management and the team
- Organize and schedule appointments with admin software
- Support management meetings and assist to prepare meeting minutes when required
- Liaise with respective departments to handle requests and queries from senior management
- Sort and distribute all incoming and outgoing mails and correspondences
- Assist in the preparation of regularly scheduled meeting materials
- Act as the point of contact for internal communications
- Manage and control an adequate office supplies inventory

Job Requirement:

- Minimum 2 years of working experience in administrative support activities
- Knowledge of office management systems and procedures
- Excellent time management and problem solving skills, and the ability to prioritize work
- Proficient in both written and spoken Chinese and English
- Proficiency in MS Office

Interested parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 8297 8485 / 8297 8635

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