

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

香港基督教服務處 融匯 – 少數族裔人士支援服務中心

Job Vacancy Form

About CHEER:

CHEER is one of the support service centres funded by the Home Affairs Department (HAD) of HKSAR Government to provide accessible services to ethnic minorities in Hong Kong. Our major services include interpretation and translation services, Cantonese and English courses, computer classes and integration programmes.

Notes to Employers:

1. Employers are welcomed to provide information of job vacancies to CHEER by completing the Job Vacancy Form.
2. CHEER will process your company's vacancy application as soon as possible upon receipt of Job Vacancy Form.
3. Each vacancy order will remain valid for 2 months.
4. You are requested not to submit the same application during the vacancy processing stage or when the vacancy order is still valid. If you have changed your contact means or terms of employment, or if the vacancy is filled, please notify us immediately.
5. CHEER reserves the right to edit and revise contents of the vacancy orders; and process or refuse to display any vacancy orders provided by you at CHEER and the web-site of CHEER.

STATEMENT OF PURPOSES FOR PEPERSONAL DATA
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Purpose of Collection

1. The personal data as provided by you to CHEER or by means of the Job Vacancy Form will be used by the offices of CHEER that provide employment services for introducing job seekers to you or other related purpose. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not able to process your request.

Classes of Transferees

2. The personal data provided by you in the Job Vacancy Form or to our staff will be disclosed to job seekers in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on display boards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

Access to Personal Data

3. You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data.

Enquiries

4. Enquiries concerning your personal data collected by means of job vacancy form including the making of access and corrections, should be addressed to:

Hong Kong Christian Service

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Address: 4/F, South Asia Commercial Centre, 64 Tsun Yip Street, Kwun Tong,
Kowloon

Tel. No.: 3106 3104

Fax: 3106-0454

Email: cheer@hkcs.org

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- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

**Delete inappropriate item*

Part I : Employer Information (Items will be showed in the post))

1. Company Name : Sugo Industrial Company Ltd		2. Trade : Electronic industry
3. Company Address: To Kwa Wan, Kowloon		
4. Contact Person : Ms Karen Chan		
5. Tel. No.: 3423 9677	6. Email Address: cv@sugo.com.hk	7. Fax No.: 2389 0688

Part II : Vacancy Information

8. Job Title : Sales Executive		9. No. of Vacancy(ies) : 1		
10 Job Duties : <ul style="list-style-type: none"> • Manage and build good relationship with existing customers • Explore new business opportunities to enlarge sales network and achieve the desired business goals • Plan, coordinate, execute, and review event and promotion activities for overseas markets to achieve sales target • Prepare and follow up quotations, sales proposals • Handle and answer customer enquiries / follow up complaint cases and provide suggestions & recommendation for service improvement 				
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time				
12. Work Place (if different from item 3 –Company Address above): _____				
13. Working Hours : <u>5</u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u>Mon – Fri 9am-6pm</u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day				
14. Basic Salary : HK\$ <u>14,000-20,000</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____				
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input checked="" type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)				
16. Working Experience :				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> 17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the <u>genuine job requirement</u>) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil </td> </tr> </table>			17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the <u>genuine job requirement</u>) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil
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18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

■ Contact *Ms / Miss / Mr _____ Pun _____ at

*Tel / E-mail _____ cv@sugo.com.hk

■ Send the resume to Ms / Miss / Mr* _____ Pun _____ at

*Tel / Fax / Post / E-mail * _____ cv@sugo.com.hk

Part IIV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: _____ Karen Chan
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: _____

Date: _____ 31 May 2023

For Official Use Only :

Received by : _____ Date: _____ (DD) _____ (MM) _____ (YY) Valid until (2 months): _____ (DD) _____ (MM) _____ (YY)