

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

Job Vacancy Form

- 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 : Marae Limited	2. Trade : Retail
3. Company Address: Unit C1, 2/F, Hong Kong Spinners Industrial Building Phase 5, 760-762 Cheung Sha Wan Road, Kln	
4. Contact Person : *Miss / Ms /Mr	
5. Tel. No.: 9038-8872	6. Email Address: crystal.liu@baodim.com
7. Fax No.:	

Part II : Vacancy Information

8. Job Title : Store Assistant (Supermarket)	9. No. of Vacancy(ies) : 10
10 Job Duties : - To communicate with clients and responsible for customer service - Assist in the arrangement of store merchandise sales. - Responsible for organizing the warehouse, replenishing	
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	
12. Work Place (if different from item 3 –Company Address above): Shatin / Tsuen Wan / Tsing Yi / Tuen Mun / Tseung Kwan O / Kowloon Bay / Tsz Wan Shan / Ap Lei Chau / TaiKoo	
13. Working Hours : 6 Working days per week <input checked="" type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) _____ <input checked="" type="checkbox"/> Shift work, working hours : 07:30 – 17:30 / 11:30 – 21:30 , 10 hours per day	
14. Basic Salary : HK\$14,000 – 17,000 per *month <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 checked="" type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)	
16. Working Experience : -	
17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the genuine job requirement) Cantonese Fair English Nil Putonghua Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese Nil English Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil

18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

Contact *Ms Crystal Liu at *Whatsapp 90388872

Part IV: 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: Crystal Liu
(Full name in Block Letters):

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



Date: _____

For Official Use Only :

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