

# 招聘日

## Recruitment Day

# 沙田就業中心

## Shatin Job Centre

日期 Date: 2012 年 2 月 28 日 (星期二)  
28 February 2012 (Tuesday)  
時間 Time: 下午 2 時至下午 4 時 30 分  
2:00pm - 4:30pm  
地點 Venue: 沙田上禾輦路 1 號沙田政府合署 2 樓勞工處沙田就業中心  
(近沙田港鐵站 B 出口)  
Shatin Job Centre, 2/F, Shatin Government Offices, 1 Sheung Wo Che Rd,  
N.T. (Near Shatin MTR Exit B)

面試名額有限，請先致電  
2158 5556 預約。

Interview timeslots are  
limited. Please call  
2158 5556 for reservation.

請帶備身份證(非香港永久性居民身份證持有人另須帶備有效簽證身份書/護照)、  
近照、學歷/工作證明，以便即場辦理求職申請。

Please bring your Hong Kong Identity Card (for non-permanent identity card holders, please also bring your  
Documents of Identity / Passport), recent photos, education certificates and related employment proofs for job application.

招聘機構: 高寶德洋行有限公司

Recruiting Company: JACKEL PORTER CO. LTD.

職位/空缺編號 Positions / Ref.No.	職責 Job Duties	入職要求 Entry Requirements	薪酬 Salary	工作時間 Working Hours	地點 Locations
1. 會計文員** Accounts Clerk (AR)** (34-12-0000907)	<ul style="list-style-type: none"><li>● Responsible for payment collection</li><li>● Communicate with customers on payment arrangement</li><li>● Handle incoming enquiries</li><li>● Prepare monthly statements to customers</li><li>● Prepare payment analysis report &amp; aging report</li></ul>	<ul style="list-style-type: none"><li>● Secondary 5</li><li>● 2 years working experience</li><li>● Fluent in Cantonese, English &amp; Putonghua</li><li>● With knowledge of reading and written Chinese &amp; English</li><li>● Experience in accountancy or customer field is an advantage</li></ul>	<ul style="list-style-type: none"><li>● \$8,000 - \$12,000 per month</li><li>● With Medical Allowance, Free Shuttle Bus Service</li></ul>	<ul style="list-style-type: none"><li>● Mon to Fri: 8:45AM-6:00PM</li><li>● Sat: 8:45AM-1:00PM</li><li>● 5.5 working days per week</li></ul>	● 大埔/ Tai Po
2. 中型貨車司機 Medium Goods Vehicle Driver (34-12-0000905)	<ul style="list-style-type: none"><li>● 負責駕駛 16 噸或以下中型貨車</li><li>● 運送蒸餾水及貨物</li><li>● 需協助上落貨</li><li>● 於大埔取車及還車</li></ul>	<ul style="list-style-type: none"><li>● 小六程度</li><li>● 3 年經驗</li><li>● 良好粵語</li><li>● 懂讀寫中文</li><li>● 持有中型貨車駕駛執照</li><li>● 可即時上班者優先</li></ul>	<ul style="list-style-type: none"><li>● 每月\$10,000-\$14,000</li><li>● 醫療福利, 穿梭巴士服務, 獎金</li></ul>	<ul style="list-style-type: none"><li>● 星期一至六: 上午 8 時至下午 6 時</li><li>● 每週工作 6 天</li></ul>	
3. 跟車送貨員 (蒸餾水)** Delivery Crew (Distilled Water)** (34-12-0000903)	<ul style="list-style-type: none"><li>● 負責運送蒸餾水及雜貨給客戶</li></ul>	<ul style="list-style-type: none"><li>● 小六程度</li><li>● 良好粵語</li><li>● 懂讀寫中文</li><li>● 可即時上班者優先</li></ul>	<ul style="list-style-type: none"><li>● 每月\$9,000-\$12,000</li><li>● 有醫療福利, 佣金, 公司穿梭巴士服務</li></ul>		



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<b>4. 輕型貨車司機**</b> <b>Light Goods Vehicle Driver**</b> <b>(32-12-0002429)</b>	<ul style="list-style-type: none"> <li>● 負責駕駛輕型貨車運送貨物及上落貨</li> <li>● 於大圍取車及還車</li> </ul>	<ul style="list-style-type: none"> <li>● 小六程度</li> <li>● 3年經驗</li> <li>● 良好粵語</li> <li>● 懂讀寫中文</li> <li>● 持有輕型貨車駕駛執照</li> <li>● 可即時上班者優先</li> </ul>	<ul style="list-style-type: none"> <li>● 每月\$8,000 - \$9,000</li> <li>● 醫療福利</li> </ul>	<ul style="list-style-type: none"> <li>● 星期一至六：上午 8 時半至下午 6 時</li> <li>● 每週工作 6 天</li> <li>● 大圍</li> </ul>
<b>5. 高級技術員</b> <b>Senior Technician</b> <b>(32-12-0002434)</b>	<ul style="list-style-type: none"> <li>● 負責保養及維修公司產品</li> </ul>	<ul style="list-style-type: none"> <li>● 中五程度</li> <li>● 3年經驗</li> <li>● 良好粵語</li> <li>● 懂讀寫中文</li> <li>● 持有電工 A 牌</li> <li>● 有電子機械常識</li> <li>● 有水電及管理經驗</li> <li>● 有責任心及良好工作態度</li> </ul>	<ul style="list-style-type: none"> <li>● 每月\$8,000 - \$12,000</li> <li>● 醫療福利</li> </ul>	
<b>6. 技術員**</b> <b>Technician**</b> <b>(32-12-0002431)</b>	<ul style="list-style-type: none"> <li>● 負責保養及維修公司產品</li> </ul>	<ul style="list-style-type: none"> <li>● 中三程度</li> <li>● 2年經驗</li> <li>● 良好粵語</li> <li>● 懂讀寫中文</li> <li>● 有電子機械常識</li> <li>● 持電器技工 A 牌及水電經驗者優先</li> <li>● 有責任心及良好工作態度</li> <li>● 無經驗者可申請為見習技術員</li> </ul>	<ul style="list-style-type: none"> <li>● 每月\$7,500 - \$10,000</li> <li>● 醫療福利</li> </ul>	
<b>7. 送貨員兼倉務</b> <b>Delivery Crew &amp; Storekeeper</b> <b>(32-12-0002432)</b>	<ul style="list-style-type: none"> <li>● 負責處理一般貨倉事務</li> <li>● 包括執貨及外出送貨</li> </ul>	<ul style="list-style-type: none"> <li>● 小六程度</li> <li>● 1年經驗</li> <li>● 良好粵語</li> <li>● 懂讀寫中文</li> <li>● 可即時上班者優先</li> </ul>	<ul style="list-style-type: none"> <li>● 每月\$7,000 - \$7,500</li> <li>● 醫療福利</li> </ul>	

備註：以上資料只供參考，請於面試當天留意會場展示的最新空缺資料，聘用條件須與僱主面議作實。如於活動當日上午 11 時已宣佈將會發出或已發出 8 號或以上熱帶氣旋/黑色暴雨警告信號，當日活動將會取消。

Remarks: This poster is for reference only. Please refer to the updated vacancies information displayed at the event. The employment terms have to be confirmed with the employer. If Tropical Cyclone Warning Signal Pre-No.8 / No.8 or above or Black Rainstorm Signal is issued at 11:00am on the event day, the event will be cancelled.

Note: All vacancies require ability to read Chinese and Job No. 1 also requires ability to read English.

Job seekers are welcome to call our enquiry hotline at **2158 5566** if they have any query on the vacancies or details of this poster.  
 歡迎求職者致電熱線 **2158 5566** 查詢有關職位空缺。