

根據《個人資料（私隱）條例》（第 486 章）第 48（2）條  
發表

**調查報告：**  
**利用匿名招聘廣告不公平收集個人資料**

（中文譯本）

（本報告以英文編寫，如此中文譯本與英文報告有歧異或矛盾，  
概以英文為準）

報告編號：R14 - 6242

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香港個人資料私隱專員公署  
Office of the Privacy Commissioner  
for Personal Data, Hong Kong

調查報告:利用匿名招聘廣告  
不公平收集個人資料

個人資料私隱專員（「專員」）根據《個人資料（私隱）條例》（第486章）（「條例」）第38(b)條進行調查，並根據條例第VII部行使賦權發表本報告。條例第48(2)條列明，「專員在完成一項調查後，如認為如此行事是符合公眾利益的，可—

(a) 發表列明以下事項的報告—

(i) 該項調查的結果；

(ii) 由該項調查引致的、專員認為是適合作出的關乎促進有關資料使用者所屬的某類別的資料使用者遵守本條例條文（尤其是各保障資料原則）的任何建議；及

(iii) 由該項調查引致的、專員認為適合作出的任何其他評論；及

(b) 以他認為合適的方式發表該報告。」

蔣任宏

個人資料私隱專員

## 調查報告:利用匿名招聘廣告 不公平收集個人資料

專員向在求職廣場 ( JobMarket )、Recruit、招職 (JiuJik)、Classified Post、青雲路 (JobFinder)、JobsDB 及 Career Times 刊登匿名招聘廣告並要求求職者提供個人資料的機構發出 48 份執行通知。這些匿名招聘廣告違反了收集個人資料的公平原則，即《個人資料 (私隱) 條例》(第 486 章) 保障資料第 1(2) 原則。

### 何謂匿名招聘廣告？

匿名招聘廣告是指無法從中得知僱主的身份或代表僱主的招聘代理的名稱的廣告 (「**匿名廣告**」)。刊登匿名招聘廣告直接要求求職者提供個人資料，會構成不公平收集個人資料，是《個人資料 (私隱) 條例》(「**條例**」) 所不容許的做法。

### 條例的相關規定

2. 與目前調查有關的是條例附表 1 的保障資料第 1(2) 原則及《人力資源管理實務守則》(「**守則**」) 第 2.3.3 段。

第 1(2) 原則訂明：

「個人資料須以(a)合法；及(b)在有關個案的所有情況下屬公平，的方法收集。」

守則第 2.3.3 段訂明：

「如僱主直接刊登或透過代理人刊登職位空缺廣告，而從中要求求職者遞交個人資料，則必須提供求職者可識辨僱主或代理人的身分的途徑。」

3. 該守則是根據條例第 12 條而發出的，目的旨在就如何合乎條例有關條文的要求提供與人力資源管理相關的實務性指引。在專員審議的任何個案中，不遵守守則的強制性條文會對資料使用者不利。如資料使用者沒有遵守守則的任何強制性條文，法庭或行政上訴委員會在考慮有否違反條例的規定時，有權對上述事實加以考慮。

4. 專員憑藉條例第 38(b)條可對涉嫌違反條例的情況進行調查。在完成調查後，專員可以為公眾利益而根據條例第 48(2)條發表調查報告，列明調查結果及由調查引致的建議及評論。

## 調查背景

5. 本署於過去五年收到 550 宗有關匿名廣告的查詢。在這些查詢中，其中有部分是舉報人士發現匿名廣告，感到可疑而向本署報告。另一部分的查詢人是在收到非應邀直接促銷電話後，相信是因他們早前回覆匿名廣告時不小心地披露了其個人資料，而向本署求助。

6. 事實上，匿名廣告可以被用作為不良手法以收集個人資料作直接促銷，更甚的是用作詐騙活動，令有關人士蒙受滋擾或財務上的損失。2013 年 11 月發生了一宗與招聘有關的身份盜竊案，騙徒透過招聘廣告收集求職者的個人資料，然後根據所得資料偽造文件，例如地址、僱傭及薪金證明，從而向財務機構申請個人貸款<sup>1</sup>。

7. 鑑於匿名廣告的上升趨勢及快將踏入暑期工招聘的高峰期，專員認為應為公眾利益發表對匿名廣告主動進行的循規調查及其後正式調查的結果，以提醒求職者、僱主及其他持份者（包括招聘代理及招聘媒體）留意匿名廣告的私隱風險及遏止利用匿名廣告進行詐騙活動。

## 主動調查

8. 本署於 2014 年 3 月 15 至 22 日期間對刊登於七個主要招聘媒體（分別是求職廣場(JobMarket)、Recruit、招職(JiuJik)、Classified Post、青雲路(JobFinder)、JobsDB 及 Career Times）的招聘廣告進行循規調查。根據這些招聘媒體的官方網站（附件一），這些廣告平台擁有廣闊的讀者群及高發行量。

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<sup>1</sup> 有關報導見 2013 年 11 月 21 日星島日報電子版 - [http://www.singpao.com/XW/gat/201311/t20131121\\_473392.html](http://www.singpao.com/XW/gat/201311/t20131121_473392.html)

9. 這次循規調查發現了 311 則匿名廣告，結果表列如下：

	招聘廣告 總數 (a)	匿名廣告 總數 (b)	匿名廣告 百分比 (b)/(a)
<u>印刷刊物</u> （出版日期）			
求職廣場(JobMarket)			
(2014 年 3 月 21 日)	405	86	21.2
Recruit (2014 年 3 月 21 日)	511	66	12.9
招職(Jiujik) (2014 年 3 月 21 日)	252	31	12.3
Classified Post (2014 年 3 月 22 日)	177	11	6.2
青雲路(JobFinder) (2014 年 3 月 19 日)	360	3	0.8
小計	1,705	197	11.6
<u>網上</u> （發貼日期）			
JobsDB (2014 年 3 月 21 日)	4,497	89	2.0
Career Times (2014 年 3 月 21 日)	2,814	25	0.9
小計	7,311	114	1.6
總計	9,016	311	3.4

## 調查結果及結論

10. 鑑於匿名廣告的泛濫情況，特別是在印刷媒體方面，專員決定根據條例第 38(b)條展開 71 宗調查，佔這次循規調查所發現的匿名廣告總數約四分之一。調查對象是隨機揀選的。

11. 截至 2014 年 5 月 22 日，48 宗調查已經完成。本報告附件二載列刊登／指示他人刊登匿名廣告的僱主名稱、匿名廣告副本及其解釋的分類如下：

- (A) 承認責任－僱主確認刊登匿名廣告作招聘用途，但沒有進一步解釋。18 宗調查屬於這類別；
- (B) 對法規無知－僱主承認刊登匿名廣告作招聘用途，並將違規歸因於無知／疏忽／誤解法律規定。13 宗調查屬於這類別；

- (C) 歸咎招聘媒體－僱主除了承認刊登匿名廣告作招聘用途，亦認為招聘媒體應告知／提醒他們其廣告內容不當。10宗調查屬於這類別；及
- (D) 辯解－僱主承認刊登匿名廣告，但並不同意其招聘廣告違反法律規定。七宗調查屬於這類別。

12. 保障資料第 1(2)原則訂明個人資料須以在有關個案的所有情況下屬公平的方式收集。在招聘情況下，正如守則 2.3.3 規定，僱主刊登職位空缺廣告而從中要求求職者遞交個人資料時必須提供求職者可識辨僱主或代理人的身分的途徑。

13. 所有有問題的匿名廣告均在沒有透露僱主或代理人的身份的情況下而從回覆途徑中（例如電郵地址，傳真號碼或實體地址）收集求職者的個人資料。因此，這些刊登廣告者沒有依從守則，在缺乏有理據的辯解下，此舉無疑是不公平收集個人資料，因此屬於違反保障資料第 1(2)原則。

14. 第(B)類的刊登廣告者所提出的原因（無知／疏忽／誤解法律規定）均不是有理據的辯解。第(C)類的刊登廣告者歸咎招聘媒體亦不能令他們從條例的法律責任上置身事外。

15. 至於(D)類的刊登廣告者大致提出兩種辯解。第一種辯解是展示公司名稱的縮寫已足夠去識辨公司的身分。例如，**Fine Art Packaging Limited** (個案編號 201406242)解釋招聘媒體將其公司簡稱「**Fiart**」錯誤地在廣告上刊登成一組數字。專員認為就算其公司簡稱已正確地刊登在廣告上，「**Fiart**」本身也未能提供足夠及不含糊的資訊讓求職者識辨僱主是 **Fine Art Packaging Limited**。此外，在原稿中「**Fiart**」使用的字體細小，亦不能達到任何識辨的目的。

16. 第二種辯解是刊登廣告者沒有收集個人資料的意圖。例如，**The Natural Tea Company**(個案編號 201406279)在廣告中列明：「有興趣者請連同要求薪金電郵至〔電郵地址〕」。他們辯稱「…求職者在回覆廣告時沒有責任要提供任何個人資料，及可以只要求面試而不提供這些資料」。專員難以想像求職者在回覆此廣告時只會要求面試而不提供其個人資料，因為僱主與求職者之間的討價還價能力存著差距。此廣告特別要求有興趣者以電郵回應時提出薪金要求。雖然此廣告表面上沒有明確表示要求求職者提供個人資

料，但廣告的表達方式很容易會令一般求職者為了尋求工作而提供其詳細履歷。

### **針對僱主的執法行動**

17. 專員總結認為全部 48 宗調查中的僱主因利用匿名廣告收集求職者的個人資料，因而違反了條例保障資料第 1(2)原則的規定。專員根據條例第 47 及 50 條向這些僱主分別送達正式調查結果及執行通知，指令他們：

- (i) 刪除已收集的個人資料，除非它必須被保留以滿足其他法律要求，或如招聘過程正進行，便須通知求職者並告知求職者，不論任何原因均有權要求刪除其個人資料；及
- (ii) 制定刊登招聘廣告的政策，包括禁止使用匿名招聘廣告收集求職者的個人資料。

18. 這些僱主在收到執行通知的兩個月內，須分階段完成上述指令。根據該條例第 50A 條，違反執行通知即屬犯罪，一經定罪，可處罰款\$50,000 及監禁 2 年，如罪行在定罪後持續，可處每日罰款\$1000。違法者若故意重複違反保障資料原則即屬犯罪，在不需要再次發出執行通知的情況下，可處相同刑罰。

### **對所有持份者的影響**

19. 合法性和公平性在個人資料的收集上是非常基本的保障資料原則，所有資料使用者都必須遵守。專員希望公佈這份涉及合共 48 宗正式調查和執法行動的報告將有助於：

- 突顯匿名廣告問題的嚴重性；
- 提升求職者對不公平收集個人資料的警覺性；
- 促進僱主遵守條例的規定；
- 鼓勵招聘媒體把關，防止有人透過匿名廣告不公平收集個人資料；及
- 阻嚇不法之徒利用匿名廣告收集個人資料作非僱備用途。

## 給僱主的建議

20. 機構刊登招聘廣告能吸引合適人選填補空缺，以及展示其企業形象。刊登匿名廣告卻是適得其反，因為它顯示了機構對法律的無知和對私隱及資料保障的不尊重。因此，除非有凌駕性的理由，僱主應避免刊登匿名廣告。

21. 專員明白僱主在刊登職位空缺廣告時，在某些情況下是有真正需要隱瞞其身份。例如，當僱主希望從機構以外尋找新的員工以取代在職者時，匿名廣告將有助於避免對在職者造成尷尬。此外，公司可能需要防止過早公開一些與職位空缺有關的“內幕消息”，以遵照證券及期貨條例的規定。

22. 在這些情況下，如果匿名廣告只是為了讓求職者作出查詢而並非收集個人資料，則該廣告並未違反條例。僱主可應求職者的要求，向他們提供載有僱主身份資料的職位申請表。另一方法是僱主可委託招聘代理代為收集求職者的個人資料，並在招聘廣告中述明招聘代理的身份。

23. 下面的例子示範如何避免違規：

### 匿名廣告的原稿

**教育團體誠聘**

**櫃檯服務員**  
(旺角/銅鑼灣區)

- 負責各項會員訂購查詢、理貨、收款及電腦資料輸入
- 中五程度，懂電腦及倉頡輸入法
- 操流利廣東話及懂英語
- 具相關工作經驗優先考慮
- 工作時間：須早夜輪班，每兩星期工作11天  
早班：9:00 a.m.-5:00 p.m.；  
夜班：2:30 p.m.-10:00 p.m.

本團體提供完善福利，包括：強積金僱主自願性供款、醫療保險及津貼、年終雙薪、有薪年假、超時補休或補薪、購物優惠等。

應徵：請將個人履歷、要求薪金及可到職日期電郵至 \_\_\_\_\_ 或傳真至 \_\_\_\_\_，合則約見。

(申請人所提供資料只作招聘上述職位用途，絕對保密)



- (a) 方案一 - 提供渠道讓資料當事人在提交其個人資料作求職前，確定僱主的身份。

**教育團體誠聘**  
**櫃檯服務員**  
**(旺角/銅鑼灣區)**

- 負責各項會員訂購查詢、理貨、收款及電腦資料輸入
- 中五程度，懂電腦及倉頡輸入法
- 操流利廣東話及懂英語
- 具相關工作經驗優先考慮
- 工作時間：須早夜輪班，每兩星期工作11天  
早班：9:00 a.m.-5:00 p.m.；  
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有興趣人士請致電 2808-xxxx，與陳小姐聯絡。

(申請人所提供資料只作招聘上述職位用途，絕對保密)

- (b) 方案二 - 在招聘廣告中述明招聘代理的名稱，並委託該代理收集求職者的個人資料。

**教育團體誠聘**  
**櫃檯服務員**  
**(旺角/銅鑼灣區)**

- 負責各項會員訂購查詢、理貨、收款及電腦資料輸入
- 中五程度，懂電腦及倉頡輸入法
- 操流利廣東話及懂英語
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有興趣請致電ABC職業介紹所 電話:2808-xxxx 或  
去信 ABC 職業介紹所 地址:香港英皇道123號5樓

(申請人所提供資料只作招聘上述職位用途，絕對保密)

## 給求職者的建議

24. 求職者應提防匿名的招聘廣告。在沒有先確定廣告刊登者的身份前，求職者應避免向他們提供個人資料。
25. 求職者一旦向身份不明的招聘廣告刊登者提供個人資料，將

不能有效地行使其查閱及更正資料的權利。更甚者是求職者可能會墮入不法之徒利用匿名招聘廣告收集個人資料作非僱傭用途的陷阱，並招致滋擾及其他傷害。

### 給招聘媒體的建議

26. 專員從僱主所作的陳述中，得悉很多僱主對招聘媒體存有很高的期望，期望招聘媒體提醒他們匿名廣告的不當之處。以下的引述為當中的例子：

*“相信招聘媒體會按法律建議 [僱主] 作適當的改正。”*

*“招聘廣告已刊登多年，[招聘媒體] 從沒有告知或提醒 [僱主] 廣告的內容不 [合適]，使 [僱主] 相信廣告沒有問題。”*

*“我們理解許多僱主可能沒有注意條例的規定。所以我們希望 [招聘媒體] 在刊登廣告前應提醒僱主。”*

*“[招聘媒體] 應該會熟知何謂侵犯了個人資料私隱的廣告內容，也應該給予客戶專業的意見以免客戶觸犯條例，影響聲譽；但對於這方面 [招聘媒體] 完全未有盡責任給予客戶對於這條例的專業意見。”*

*“若果我們在任何時候被告知廣告存有不當之處，我們會樂意作出所有需要的修改及提供正確的資料以便符合法律的要求。”*

*“我們唯一的目的是為空缺得到適合的履歷 … [招聘媒體] 沒有告知我們廣告有不正確之處，若他們有提醒我們，我們定會即時修改內容。”*

27. 查詢顯示招聘媒體在確定刊登廣告者身份的程序上有以下分別：

- 招職(JiuJik)，求職廣場(JobMarket)和 Classified Post 只要求刊登廣告者提供他們的公司名稱和聯絡電話號碼；
- Recruit, JobsDB 和 Career Times 額外要求刊登廣告者的商業登記證的副本；及

- 青雲路(JobFinder)要求刊登廣告者提供其公司名稱，聯絡電話號碼和商業登記號碼。

28. 招聘媒體並非資料使用者，專員因而沒法定權力規定他們如何處理匿名廣告的私隱問題。不過他們在防止以匿名廣告作不公平收集個人資料方面，卻處於把關者的最佳位置。專員因此促請他們：

- 考慮會否加強確定刊登廣告者身份的程序；
- 審視收到的廣告以確定是否屬收集個人資料的匿名廣告；
- 將不合乎規定的廣告退回刊登廣告者以作出修正；及
- 考慮拒絕刊登收集求職者個人資料的匿名廣告。

29. 專員希望招聘媒體會聽從他的建議，並引以為傲地建立一個保證私隱的平台，供刊登者刊登招聘廣告及求職者回應有關廣告。

### 其他評論

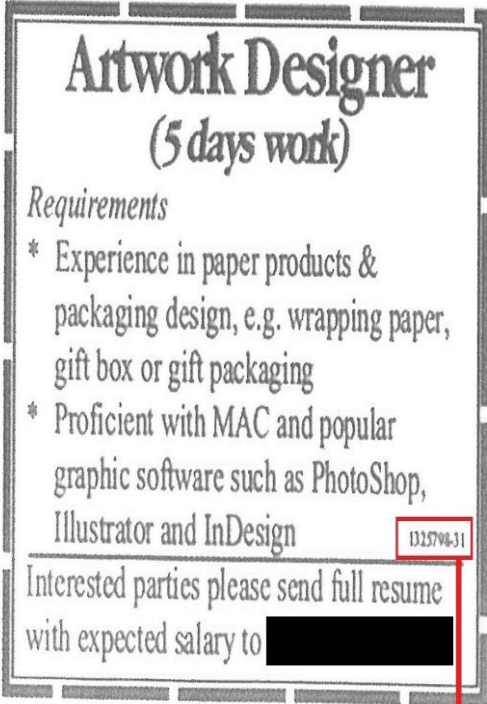

30. 專員就刊登 71 則匿名廣告的機構展開正式調查。本報告涵蓋 48 宗已經完成調查的個案，所有個案均因涉及不公平收集個人資料及違反條例保障資料第 1(2)原則而發出執行通知。在這些完成調查的個案中，沒有表面證據顯示個人資料被不當地使用。

31. 在本報告發佈時，餘下的 23 宗個案仍然在調查當中。當調查完成後，專員可能會就這些個案發表進一步的報告。



## 報告中提及的招聘媒體



以下是報告中七間招聘媒體在其官方網站上表述的讀者數量及發行網絡情況：

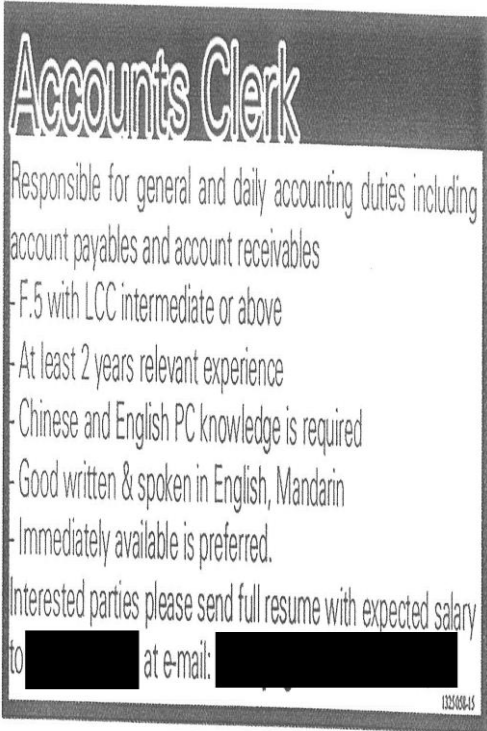

1. *招職(JiuJik)* 每周發行 210,000 份，沿港鐵站附近的便利店及行人流量高的地點派發。
2. *求職廣場 (JobMarket)* 於港鐵四條主線的站內及教育機構派發，其網站的活躍登記會員有 300,000 人。
3. *Recruit* 於各港鐵站口、人流量高的商業地區及教育機構派發，至今已向求職者派發一億二千萬份印本，其網站的現有登記會員超過 300,000 人。
4. *Classified Post* 隨南華早報發售，於 2012 年下半年發行了 107,426 份印本，其網站有登記會員 312,000 人。
5. *青雲路 (JobFinder)* 可隨 FACE 發售或單獨發售，每周發行 140,000 份。
6. *JobsDB* 的亞太區資料庫有超過 1,460 萬求職者會員及超過 220,000 公司客戶的資料。於 2014 年，其香港網頁每月有 5,800,000 人瀏覽。
7. *Careers Times* 有超過 600,000 網上會員，於 2014 年其網頁每日有 980,000 人瀏覽。

個案編號	僱主	廣告	僱主回覆之類別*
201406242	Fine Art Packaging Ltd	 <p>Artwork Designer (5 days work)</p> <p>Requirements</p> <ul style="list-style-type: none"> <li>* Experience in paper products &amp; packaging design, e.g. wrapping paper, gift box or gift packaging</li> <li>* Proficient with MAC and popular graphic software such as PhotoShop, Illustrator and InDesign</li> </ul> <p>Interested parties please send full resume with expected salary to [REDACTED]</p> <p>132579431</p> <p>取代「Fiart」的一組數字 ←</p>	D
201406245	Inform Advertising	 <p>A well established Advertising Agency invites:</p> <p>1. Graphic Designer 平面設計 熟Mac : AI, Photoshop &amp; InDesign</p> <p>2. Advertising Executive 廣告營業 At least 1 year relevant sales experience</p> <p>Please send your resume with expected salary by: E-mail: [REDACTED]</p> <p>Personal data collected for recruitment purposes only</p>	A

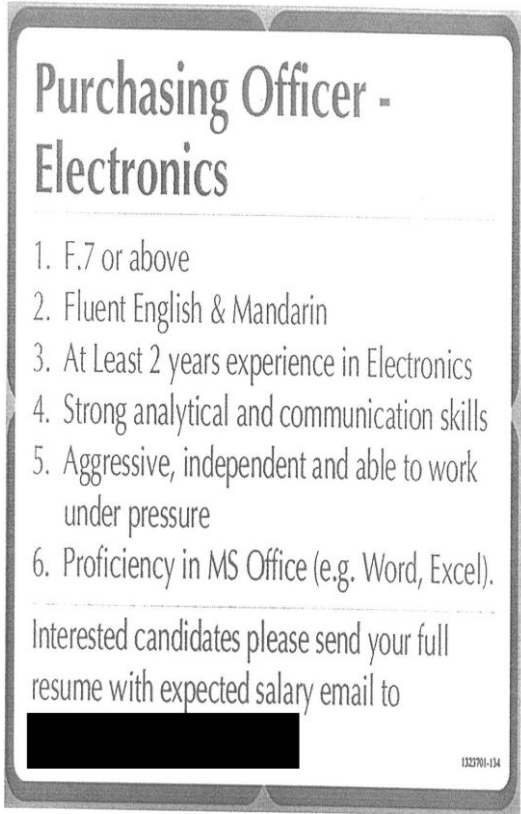
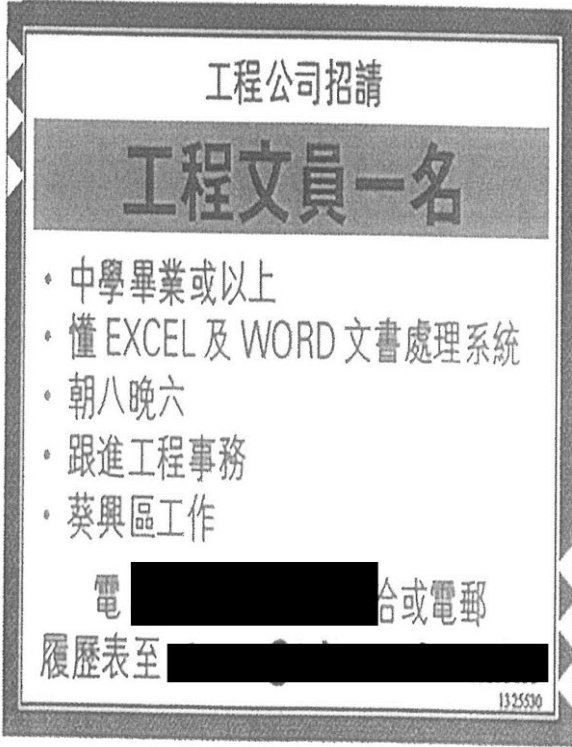
\*報告中第11段的分類為: A-承認責任, B-對法規無知, C-歸咎招聘媒體, D-辯解

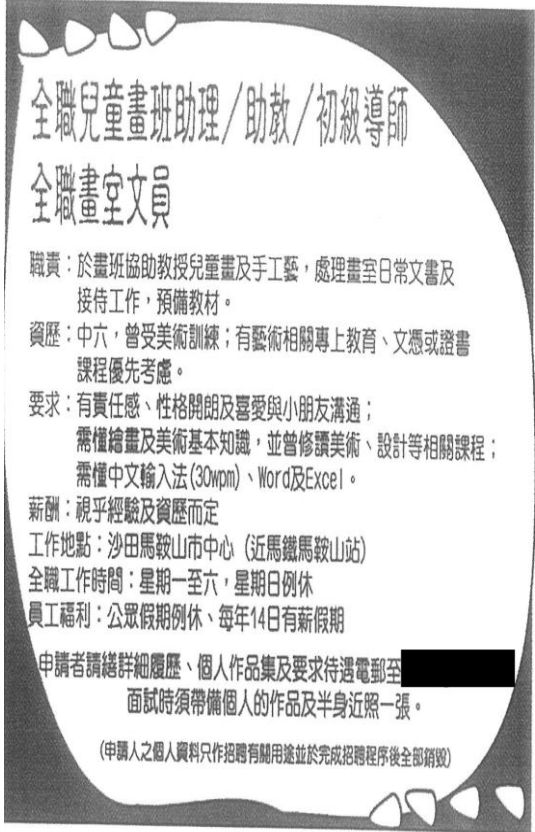

個案編號	僱主	廣告	僱主回覆之類別*
201406246	Childford Industries Co Ltd	 <p><b>Shipping Clerk</b></p> <p><b>Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Able to handle full set E-Booking &amp; shipping documentation independently</li> <li>• Ability to maintain good working relationship with internal customers, hardworking and self-motivated</li> </ul> <p><b>Job Requirements</b></p> <ul style="list-style-type: none"> <li>• F.5 or above</li> <li>• 2-3 years relevant shipping experiences in shipping, toys industry preferred</li> <li>• Good command of spoken and written English and Mandarin is prefer.</li> <li>• Proficiency in MS word, Excel and Chinese word processing.</li> <li>• Immediately available preferred</li> </ul> <p>Interested parties please send your application letter &amp; full resume with expected salaries and earliest availability by email to [REDACTED]</p> <p>1124578-06</p>	B
201406248	Aquila (HK) Co Ltd	 <p><b>Kowloon Bay Gift Decorations Export Firm</b></p> <p><b>1) Merchandiser / Asst. Merchandiser</b></p> <ul style="list-style-type: none"> <li>- F.5 or above with 2 years relevant experience</li> <li>- PC knowledge, Fluent in English &amp; Mandarin</li> <li>- Travel to China if required</li> </ul> <p><b>2) Shipping Clerk</b></p> <ul style="list-style-type: none"> <li>- F.5 or above</li> <li>- Handle full set shipping documents</li> <li>- Good command of English &amp; Mandarin</li> <li>- Good PC knowledge</li> </ul> <p>1124566-15</p> <p><b>5.5 days work, bank holidays</b></p> <p>Please email full resume to: [REDACTED] Attn: [REDACTED]</p>	A



個案編號	僱主	廣告	僱主回覆之類別*
201406249	Noble Ocean Intl Ltd	 <p><b>Shipping Clerk</b> <b>(12K)</b></p> <ul style="list-style-type: none"> <li>- F.5 or above</li> <li>- 1 year shipping experience on sea forwarder/logistics field</li> <li>- Good Mandarin &amp; English</li> <li>- Hardworking, responsible &amp; self-initiative</li> <li>- Sai Ying Pun, 5.5 days work, Bank holiday, Medical, MPF</li> </ul> <p>Interested parties, please send your updated resume to [redacted] email address [redacted]</p> <p>1320537-15</p>	C
201406250	Hua Wei Hong Kong Ltd	 <p>Leading DVD consumables trader at Kwun Tong urgently requires:-</p> <p><b>ASSISTANT PURCHASER</b></p> <p><b>Responsibilities:-</b></p> <ol style="list-style-type: none"> <li>1. Overall purchasing activities including purchase, order processing, follow up and sampling</li> <li>2. Handle data entry and document filing</li> <li>3. Logistic experience is an advantage</li> <li>4. Immediate available is preferred</li> </ol> <p><b>Requirement:-</b></p> <ol style="list-style-type: none"> <li>1. Minimum 2 years relevant working experience</li> <li>2. Proficient in PC application such as Excel, Word, and Chinese Word Processing</li> </ol> <p>Interested parties, please email your detailed CV with expected salary to [redacted] or by Fax: [redacted]</p> <p>132407-15</p>	A

個案編號	僱主	廣告	僱主回覆之類別*
201406251	Jinyuan Int. Petrochemical Limited	 <p><b>Accounts Clerk</b></p> <p>Responsible for general and daily accounting duties including account payables and account receivables</p> <ul style="list-style-type: none"> <li>- F.5 with LCC intermediate or above</li> <li>- At least 2 years relevant experience</li> <li>- Chinese and English PC knowledge is required</li> <li>- Good written &amp; spoken in English, Mandarin</li> <li>- Immediately available is preferred.</li> </ul> <p>Interested parties please send full resume with expected salary to [redacted] at e-mail: [redacted]</p> <p>1327484-15</p>	A
201406252	Apexi Industrial Manufacturing Ltd	 <p><b>Sales Executive</b></p> <ul style="list-style-type: none"> <li>- F.5 or above</li> <li>- Relevant experience in Electronics and Industrial field</li> <li>- Fluent in English, Cantonese &amp; Mandarin</li> <li>- Self motivated, independent, hardworking &amp; sales oriented</li> <li>- 5 working days</li> <li>- Salary + Commission</li> </ul> <p>Interested parties please resume with expected salary by fax: [redacted] or by email: [redacted]</p> <p>1322096-15</p>	C



個案編號	僱主	廣告	僱主回覆之類別*
201406253	Katech Limited	 <p><b>Purchasing Officer - Electronics</b></p> <ol style="list-style-type: none"> <li>1. F.7 or above</li> <li>2. Fluent English &amp; Mandarin</li> <li>3. At Least 2 years experience in Electronics</li> <li>4. Strong analytical and communication skills</li> <li>5. Aggressive, independent and able to work under pressure</li> <li>6. Proficiency in MS Office (e.g. Word, Excel).</li> </ol> <p>Interested candidates please send your full resume with expected salary email to [REDACTED]</p> <p style="text-align: right;">1123701-134</p>	<b>B</b>
201406254	Tai Tau Tsai Environmental Engineering Ltd	 <p style="text-align: center;">工程公司招請</p> <p style="text-align: center;"><b>工程文員一名</b></p> <ul style="list-style-type: none"> <li>• 中學畢業或以上</li> <li>• 懂 EXCEL 及 WORD 文書處理系統</li> <li>• 朝八晚六</li> <li>• 跟進工程事務</li> <li>• 葵興區工作</li> </ul> <p>電 [REDACTED] 洽或電郵 履歷表至 [REDACTED]</p> <p style="text-align: right;">1325530</p>	<b>C</b>

個案編號	僱主	廣告	僱主回覆之類別*
201406255	JR Art Education Centre	 <p><b>全職兒童畫班助理/助教/初級導師</b> <b>全職畫室文員</b></p> <p>職責：於畫班協助教授兒童畫及手工藝，處理畫室日常文書及接待工作，預備教材。</p> <p>資歷：中六，曾受美術訓練；有藝術相關專上教育、文憑或證書課程優先考慮。</p> <p>要求：有責任感、性格開朗及喜愛與小朋友溝通；需懂繪畫及美術基本知識，並曾修讀美術、設計等相關課程；需懂中文輸入法(30wpm)、Word及Excel。</p> <p>薪酬：視乎經驗及資歷而定</p> <p>工作地點：沙田馬鞍山市中心 (近馬鐵馬鞍山站)</p> <p>全職工作時間：星期一至六，星期日例休</p> <p>員工福利：公眾假期例休、每年14日有薪假期</p> <p>申請者請繕詳細履歷、個人作品集及要求待遇電郵至 [REDACTED] 面試時須帶備個人的作品及半身近照一張。</p> <p>(申請人之個人資料只作招聘有關用途並於完成招聘程序後全部銷毀)</p>	C
201406257	Quantum Lighting Products Ltd	 <p><b>Marketing Executive</b></p> <p>A lighting firm in San Po King is looking for a high caliber candidate to fill the following position.</p> <p><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>- Assist and directly report to the Marketing Manager;</li> <li>- Handle customer inquiries, market &amp; product research;</li> <li>- Prepare, translate and produce marketing &amp; presentation materials;</li> <li>- Coordinate &amp; participate in local &amp; overseas trade fairs &amp; exhibitions;</li> <li>- Co-operate with different internal departments &amp; advertising agencies;</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- Degree holder in business, sales and marketing disciplines with at least 1yr experience;</li> <li>- Excellent commands of spoken and written English, Chinese and Putonghua;</li> <li>- Good command of communication, presentation and problem solving skills;</li> <li>- Proficiency in MS Word, Excel, PowerPoint &amp; Chinese word processing;</li> <li>- Attentive to details, independent and responsible;</li> <li>- Occasional travel to mainland china and overseas is required;</li> <li>- Immediate availability is preferable;</li> <li>- Fresh graduate will also be considered.</li> </ul> <p>We offer competitive remuneration package to the right candidate. Interested parties, please apply with full resume with expected salary and availability by email: [REDACTED]</p> <p>R100245</p>	A

個案編號	僱主	廣告	僱主回覆之類別*
201406260	Incomex Limited		D
201406261	Alico Management Ltd		D

個案編號	僱主	廣告	僱主回覆之類別*
201406262	Galey Industrial Co Ltd	<p>A well-established toys company in Tsimshatsui East invites applicants for the below post. Applicants should have the following requirements:</p> <p style="text-align: center;"><b>Product Designer (Toys)</b></p> <ul style="list-style-type: none"> <li>- Diploma holder in product design</li> <li>- 1-3 years of relevant experience in toys industry</li> <li>- Solid knowledge in Autocad, Photoshop and Adobe Illustrator</li> <li>- With good and quick freehand sketching skills</li> </ul> <hr/> <p>Interested parties, please send full resume with expected salary to e-mail:  <span style="background-color: black; color: black;">[REDACTED]</span> R100182</p>	<b>C</b>
201406263	Wing Tat Industrial Co	<p style="text-align: center;"><b>Accounts Clerk</b></p> <ul style="list-style-type: none"> <li>- LCC Inter or above</li> <li>- Good spoken / written English, Cantonese</li> <li>- Good command in Eng/Chi typing, MS office</li> <li>- Responsible, honest, self-motivated</li> <li>- Advantage living in Shatin</li> </ul> <p style="text-align: center;"><b>General Clerk</b></p> <ul style="list-style-type: none"> <li>- Purchasing Experience advantage</li> <li>- Good spoken / written English, Cantonese</li> <li>- Good command in Eng/Chi typing, MS office</li> <li>- Responsible, honest, self-motivated</li> <li>- Advantage living in Shatin</li> </ul> <hr/> <p>Interest parties please send resume and expected salary by email to <span style="background-color: black; color: black;">[REDACTED]</span> Attn <span style="background-color: black; color: black;">[REDACTED]</span> for interview.</p> <p><small>** Personal data collected will be used for recruitment purpose only. R100298</small></p>	<b>A</b>

個案編號	僱主	廣告	僱主回覆之類別*
201406264	Successful Travel Company Limited	<div style="border: 2px solid black; padding: 10px;"> <h2 style="text-align: center;">Junior Accounts Clerk</h2> <p><i>Job Description</i> : Handle bookkeeping jobs</p> <p><i>Requirments</i> :</p> <ul style="list-style-type: none"> <li>- Form 5 or above</li> <li>- LCCI intermediate level or above</li> <li>- Hard working</li> </ul> <p><i>Industry</i> : Travel Agency    <i>Location</i> : Lai Chi Kok</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <p><i>Apply Method</i> :</p> <p>Please send full resume to Email:</p> <div style="background-color: black; color: black; width: 100px; height: 15px; margin: 0 auto;"></div> </div> <p style="text-align: right; font-size: small;">R099182</p> </div>	<b>B</b>
201406265	Chit Shing PVC Products Mfy Ltd	<div style="border: 1px solid gray; padding: 10px;"> <h2 style="text-align: center; border: 1px solid gray; border-radius: 15px; padding: 5px;">Accounts Clerk</h2> <p><i>Job Description</i></p> <ul style="list-style-type: none"> <li>- Daily account operation</li> <li>- Responsible for handling full set of accounts and preparation of accounting reports</li> </ul> <p><i>Requirement</i></p> <ul style="list-style-type: none"> <li>- Form 5 with LCC Intermediate and minimum 3 years' relevant working experience</li> <li>- Able to handle full set of books</li> <li>- Good PC knowledge &amp; Chinese Word processing</li> <li>- Good command of English &amp; Chinese (Mandarin an Advantage)</li> <li>- Self-motivated, responsible, independent and hardworking</li> </ul> <div style="background-color: black; color: white; padding: 5px; text-align: center; margin-top: 10px;"> <p>Please send your full CV with current &amp; expected salary to  or phone _____ at _____</p> </div> <p style="font-size: x-small; text-align: center;">* Personal data collected will be used for recruitment purpose only*    R100170</p> </div>	<b>A</b>

個案編號	僱主	廣告	僱主回覆之類別*
201406266	Smart Vision (Group) Ltd	<div data-bbox="624 342 1145 1059" style="border: 2px solid black; padding: 10px;"> <p style="text-align: right;">R100152</p> <h2 style="text-align: center;">文員</h2> <ul style="list-style-type: none"> <li>• 懂中、英打字</li> <li>• 懂 Photoshop 優先</li> <li>• 薪金 8,000元另加獎金及例假</li> <li>• 約五天半工作 (由 9:30 - 18:00)</li> </ul> <hr/> <p style="text-align: center;">有意者請將履歷電郵至</p> <div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div> </div>	<b>C</b>
201406267	Sweet N Fun Ltd	<div data-bbox="624 1261 1145 1995" style="border: 2px solid black; padding: 10px;"> <h2 style="text-align: center;">Assistant Merchandiser</h2> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>- Handle Purchase Order follow-up and assist in analyzing sales performance</li> <li>- Monitor the delivery schedule and coordinate with product development team and suppliers to meet the retailer's requirements</li> <li>- Assist in sample handling, order and lab. testing and liaise with US clients as required</li> <li>- F.6 or above with minimum 3 years solid working experience in toys industry</li> <li>- Experience in major U.S. retail chain stores is preferred</li> <li>- Strong customer service, negotiation skill and good interpersonal skills</li> <li>- Sound knowledge in U.S. &amp; European product safety standards</li> <li>- Well-organized, detail-oriented and self-motivated</li> <li>- Able to work independent and under pressure</li> <li>- Good command in spoken &amp; written English, Chinese and Mandarin</li> </ul> <hr/> <p>We offer attractive remuneration package and benefits, including bank holidays, medical scheme and discretionary Bonus. Interested parties please email resume and salary expected to <span style="background-color: black; color: black;">[REDACTED]</span></p> <p style="text-align: right; font-size: small;">R100081</p> </div>	<b>D</b>






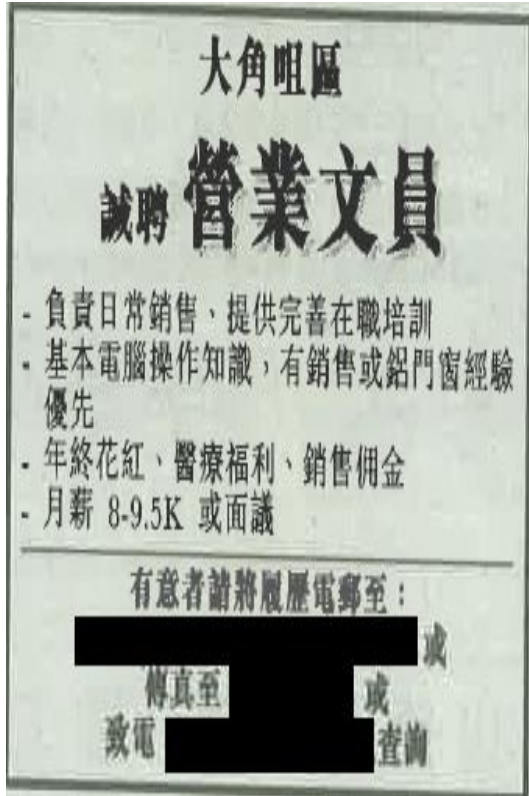
個案編號	僱主	廣告	僱主回覆之類別*
201406268	Tony Labels Ltd	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Merchandiser</b></p> <ul style="list-style-type: none"> <li>- Bachelor or equivalent qualifications with 3 years of working exp.</li> <li>- Independently responsible for processing customer enquiries, preparing samples and order;</li> <li>- Fluency in Mandarin; Good command in spoken and written English</li> <li>- Strong negotiation and communication skills</li> </ul> <p style="text-align: center;"><b>Assistant Merchandiser</b></p> <ul style="list-style-type: none"> <li>- F.5 or above with 1 year of working exp. in garment or related field;</li> <li>- Independently responsible for processing customer enquiries, preparing samples and order;</li> <li>- Fluency in Mandarin; Good command in spoken and written English</li> </ul> <p style="text-align: center;"><b>Stock Keeper</b></p> <ul style="list-style-type: none"> <li>- F.5 or above with 1 year related working exp.</li> <li>- Responsible for warehouse daily work, assist in stock packing &amp; delivery , stock check &amp; inventory check.</li> </ul> <p style="text-align: center;">** 5 1/2 days (Alternative Saturday) work** **Immediate available preferred**</p> <p>Interested parties please send full resume and expected salary by E-mail: [redacted] or [redacted] (Data collected will be used for recruitment purpose only) R100295</p> </div>	A
201406269	Paint N Play	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">工作範圍 <span style="float: right;">全職/兼職</span></p> <p style="text-align: center; font-size: 1.2em;"><b>兒童繪畫導師</b></p> <ul style="list-style-type: none"> <li>• 負責教導2-12歲兒童繪畫藝術，包括粉彩、水彩、塑膠彩、黏土等</li> <li>• 協助編制教學課程及預備教材</li> <li>• 一般文書工作</li> </ul> <p style="text-align: center;">入職條件</p> <ul style="list-style-type: none"> <li>• 持美術或設計文憑或以上程度</li> <li>• 1-2年教授幼兒畫班經驗，有教授幼稚園經驗者優先</li> <li>• 需具愛心、耐性及喜歡小朋友</li> <li>• 喜與別人溝通，有創意及主動</li> <li>• 流利粵語及英語，懂普通話為佳</li> </ul> <p style="text-align: center;">銅鑼灣區工作，申請人請將詳細履歷、薪金要求、預計上班日期，電郵至 [redacted]</p> <p style="text-align: center; font-size: 0.8em;">申請人提供的資料均會保密 只用作辦理招聘手續之用</p> <p style="text-align: right; font-size: 0.8em;">R100085</p> </div>	A

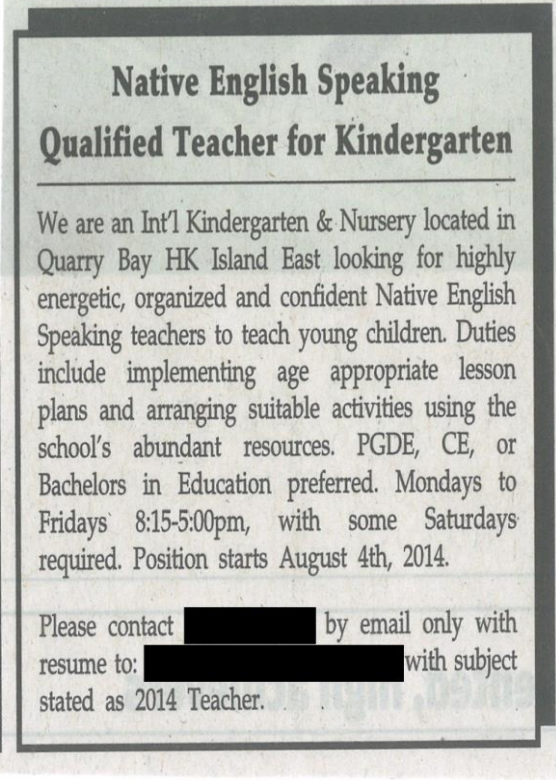
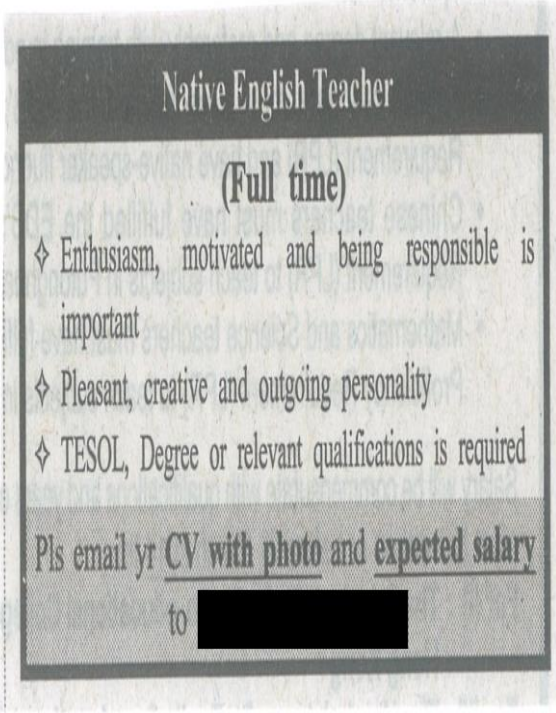
個案編號	僱主	廣告	僱主回覆之類別*
201406270	K&M Management Limited	<div style="border: 2px solid black; padding: 10px; text-align: center;"> <h2 style="margin: 0;">倉務員</h2> <p style="margin: 0;">(Ref. SK201403)</p> </div> <p><b>職責：</b></p> <ul style="list-style-type: none"> <li>- 處理一般倉務(包括收貨，點貨)</li> <li>- 有執貨，收貨經驗</li> <li>- 整理存貨記錄等工作</li> </ul> <p><b>要求：</b></p> <ul style="list-style-type: none"> <li>- 中三或以上學歷，具備倉庫經驗優先</li> <li>- 願意超時加班工作，誠實可靠，有責任心，工作態度認真</li> <li>- 略懂電腦操作</li> <li>- 能即時上班者優先考慮</li> <li>- 有抗衡式或伸展式剷車牌優先考慮</li> <li>- 待遇：十三個月工資及花紅，有勤工獎金，提供醫療保險</li> </ul> <hr/> <p>上班地點：柴灣 或 粉嶺 或 九龍東 (請註明)</p> <p>請電郵至 [REDACTED] 或傳真至 [REDACTED]</p> <p style="font-size: small;">(所有資料將會保密處理及只作招聘之用) R100047</p>	<b>A</b>
201406274	Hong Kong Professional Teachers' Union	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>教育團體誠聘</b></p> <h2 style="text-align: center; margin: 0;">櫃檯服務員</h2> <p style="text-align: center; margin: 0;">(旺角/銅鑼灣區)</p> <ul style="list-style-type: none"> <li>- 負責各項會員訂購查詢、理貨、收款及電腦資料輸入</li> <li>- 中五程度，懂電腦及倉額輸入法</li> <li>- 操流利廣東話及懂英語</li> <li>- 具相關工作經驗優先考慮</li> <li>- 工作時間：須早夜輪班，每兩星期工作11天 早班：9:00 a.m.-5:00 p.m. ; 夜班：2:30 p.m.-10:00 p.m.</li> </ul> <p>本團體提供完善福利，包括：強積金僱主自願性供款、醫療保險及津貼、年終雙薪、有薪年假、超時補休或補薪、購物優惠等。</p> <p>應徵：請將個人履歷、要求薪金及可到職日期電郵至 [REDACTED] 或傳真至 [REDACTED]，合則約見。</p> <p style="font-size: x-small;">(申請人不得用資料作其他用途，恕不保證)</p> </div>	<b>B</b>



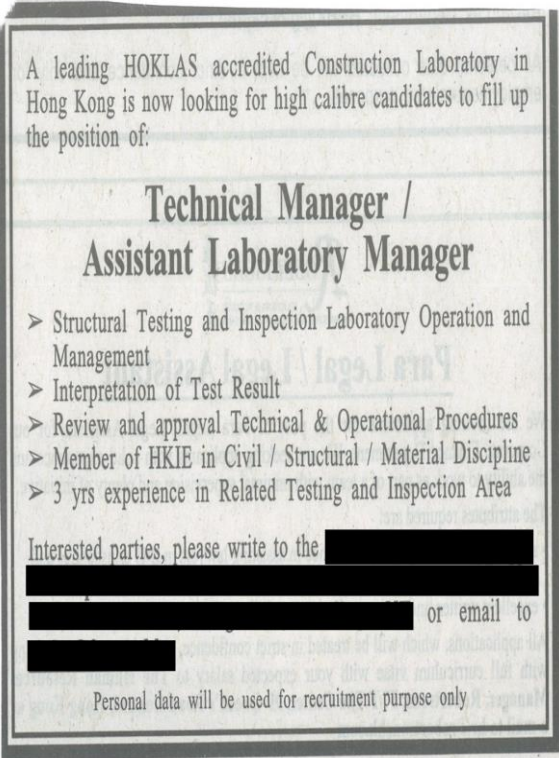
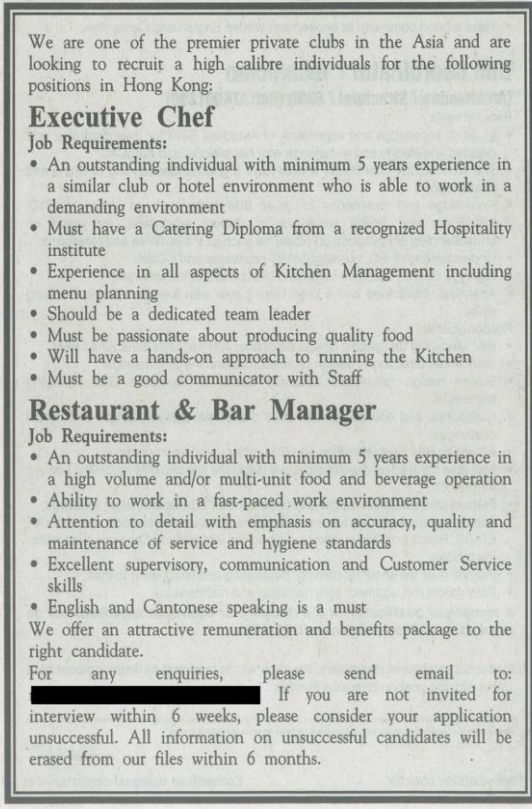
個案編號	僱主	廣告	僱主回覆之類別*
201406276	Wing Hing Chemical Co. Ltd.	<p>A well established pharmaceutical chemical trading company in Lai Chi Kok is looking for a well organized and responsible candidate to join our team as a sales coordinator.</p> <p style="text-align: center;"><b>Sales Coordinator</b></p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Form 5 or above (Diploma Graduate preferable)</li> <li>• 1 year working experience or above</li> <li>• Alternate Saturday Duty</li> <li>• Good command of PC skills (Ms Word, Excel, PowerPoint)</li> <li>• Good command of English &amp; Chinese (Both written and spoken)</li> <li>• Good communication and interpersonal skills</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Liaison with clients</li> <li>• Arrange sales orders and daily invoices</li> <li>• Track delivery schedule</li> <li>• Perform marketing research &amp; Ad hoc marketing projects</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Medical insurance</li> <li>• 12 months salary + 1 month double pay + Performance Bonus</li> </ul> <p><b>Contact info :</b> e-mail: [REDACTED] Fax: [REDACTED]</p>	<b>B</b>
201406277	John Kaiser-Time Limited	<p>A reputable watch company located in <b>Kwai Chung</b> is looking for right candidate:</p> <p style="text-align: center;"><b>Logistics Clerk</b></p> <ol style="list-style-type: none"> <li>1. F.5 graduated or above with 3 years experience in logistics operations</li> <li>2. Handle the operations of the warehouse, goods and custom declaration</li> <li>3. Good in speaking and writing in English and Chinese</li> <li>4. Good in PC skill</li> </ol> <p>Interested parties please call: [REDACTED] or email your resume to: [REDACTED]</p>	<b>A</b>

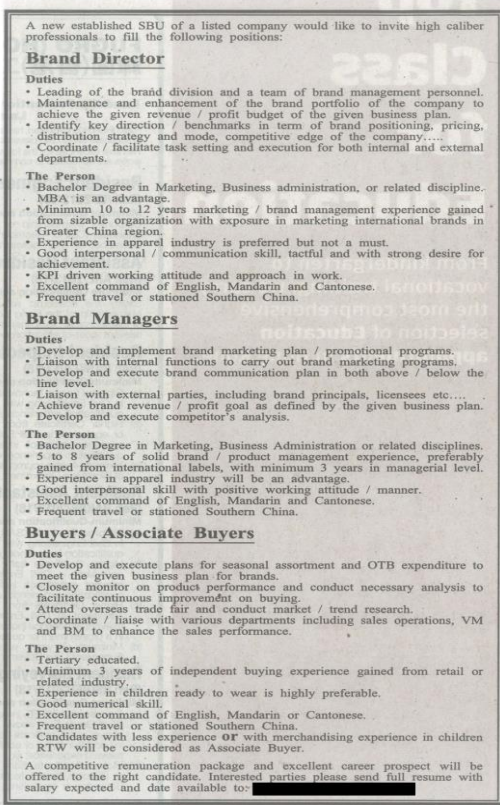

個案編號	僱主	廣告	僱主回覆之類別*
201406278	Handkerchief Production Limited	 <p><b>Shop Manager / Supervisor</b></p> <p><b>REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Form 5 or above with 5 years relevant experience in retail operation in which 2 years' experience in managing a shop in Luxury / High-end fashion brands</li> <li>• Marketing and design background preferable</li> <li>• Design or marketing graduate, or diploma will be considered as Shop Manager</li> <li>• Self-confident, responsible, hardworking, proactive &amp; pleasant personality</li> <li>• Able to build trust with customers, proactive, friendly with excellent customer serving skills and sales analysis knowledge</li> <li>• Good communication, leadership and people management skills</li> <li>• Good command of Cantonese, English &amp; Mandarin</li> </ul> <p>Shop Location: [REDACTED]</p> <p>Interested parties please send your full resume with expected salary to [REDACTED]</p> <p>Only suitable candidates will be notified for interview. (Data collected will be used for recruitment purpose only.)</p>	A
201406279	The Natural Tea Co. (HK) Ltd	 <p>A trading company based in Chai Wan urgently requires:</p> <p><b>Graphic Designer / Marketing Officer</b></p> <ul style="list-style-type: none"> <li>- 2-3 years relevant experience, lesser experience will also be considered.</li> <li>- Hands on experience in Photoshop, Adobe &amp; other graphic skills.</li> <li>- Creative, Independent, Self-motivated &amp; Hardworking.</li> <li>- Responsible for promotion activities &amp; product design.</li> <li>- Willing to work overtime if required.</li> <li>- Some outdoor work required.</li> <li>- Proficiency in English &amp; Mandarin required.</li> </ul> <p>Interested parties pls. e-mail to [REDACTED] with expected salary.</p>	D


個案編號	僱主	廣告	僱主回覆之類別*
201406280	Freight Management Co. Ltd	 <p>A Freight forwarding company in Tsuen Wan is urgently seeking:-</p> <h2 style="text-align: center;">Shipping Clerk</h2> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• F.6 or above, 1-2 years experience in forwarding industry is advantage, but Not essential</li> <li>• Language - Fluent Putonghua &amp; Good English</li> <li>• Salary: Negotiable</li> <li>• Job type: Full time, permanent</li> <li>• Job location: Tsuen Wan</li> </ul> <p>Contact: [REDACTED]</p>	<b>B</b>
201406282	Mok Siu Kee Limited	 <p style="text-align: center;"><b>大角咀區</b></p> <h2 style="text-align: center;">誠聘 營業文員</h2> <ul style="list-style-type: none"> <li>- 負責日常銷售、提供完善在職培訓</li> <li>- 基本電腦操作知識，有銷售或鋁門窗經驗優先</li> <li>- 年終花紅、醫療福利、銷售佣金</li> <li>- 月薪 8-9.5K 或面議</li> </ul> <p style="text-align: center;">有意者請將履歷電郵至： [REDACTED] 或 傳真至 [REDACTED] 或 致電 [REDACTED] 查詢</p>	<b>A</b>

個案編號	僱主	廣告	僱主回覆之類別*
201406285	Kornhill Education Limited	 <p style="text-align: center;"><b>Native English Speaking Qualified Teacher for Kindergarten</b></p> <p>We are an Int'l Kindergarten &amp; Nursery located in Quarry Bay HK Island East looking for highly energetic, organized and confident Native English Speaking teachers to teach young children. Duties include implementing age appropriate lesson plans and arranging suitable activities using the school's abundant resources. PGDE, CE, or Bachelors in Education preferred. Mondays to Fridays 8:15-5:00pm, with some Saturdays required. Position starts August 4th, 2014.</p> <p>Please contact [redacted] by email only with resume to: [redacted] with subject stated as 2014 Teacher.</p>	<b>C</b>
201406286	Global Education Centre	 <p style="text-align: center;"><b>Native English Teacher</b> <b>(Full time)</b></p> <ul style="list-style-type: none"> <li>◇ Enthusiasm, motivated and being responsible is important</li> <li>◇ Pleasant, creative and outgoing personality</li> <li>◇ TESOL, Degree or relevant qualifications is required</li> </ul> <p>Pls email yr CV with photo and expected salary to [redacted]</p>	<b>B</b>



個案編號	僱主	廣告	僱主回覆之類別*
201406288	FT Laboratories Limited	 <p>A leading HOKLAS accredited Construction Laboratory in Hong Kong is now looking for high calibre candidates to fill up the position of:</p> <p style="text-align: center;"><b>Technical Manager / Assistant Laboratory Manager</b></p> <ul style="list-style-type: none"> <li>&gt; Structural Testing and Inspection Laboratory Operation and Management</li> <li>&gt; Interpretation of Test Result</li> <li>&gt; Review and approval Technical &amp; Operational Procedures</li> <li>&gt; Member of HKIE in Civil / Structural / Material Discipline</li> <li>&gt; 3 yrs experience in Related Testing and Inspection Area</li> </ul> <p>Interested parties, please write to the [redacted] [redacted] or email to [redacted]</p> <p>Personal data will be used for recruitment purpose only</p>	A
201406289	Hong Kong Football Club	 <p>We are one of the premier private clubs in the Asia and are looking to recruit a high calibre individuals for the following positions in Hong Kong:</p> <p><b>Executive Chef</b></p> <p>Job Requirements:</p> <ul style="list-style-type: none"> <li>• An outstanding individual with minimum 5 years experience in a similar club or hotel environment who is able to work in a demanding environment</li> <li>• Must have a Catering Diploma from a recognized Hospitality institute</li> <li>• Experience in all aspects of Kitchen Management including menu planning</li> <li>• Should be a dedicated team leader</li> <li>• Must be passionate about producing quality food</li> <li>• Will have a hands-on approach to running the Kitchen</li> <li>• Must be a good communicator with Staff</li> </ul> <p><b>Restaurant &amp; Bar Manager</b></p> <p>Job Requirements:</p> <ul style="list-style-type: none"> <li>• An outstanding individual with minimum 5 years experience in a high volume and/or multi-unit food and beverage operation</li> <li>• Ability to work in a fast-paced work environment</li> <li>• Attention to detail with emphasis on accuracy, quality and maintenance of service and hygiene standards</li> <li>• Excellent supervisory, communication and Customer Service skills</li> <li>• English and Cantonese speaking is a must</li> </ul> <p>We offer an attractive remuneration and benefits package to the right candidate.</p> <p>For any enquiries, please send email to: [redacted] If you are not invited for interview within 6 weeks, please consider your application unsuccessful. All information on unsuccessful candidates will be erased from our files within 6 months.</p>	D


個案編號	僱主	廣告	僱主回覆之類別*
201406290	Evergreen International Holdings Ltd	 <p>A new established SBU of a listed company would like to invite high caliber professionals to fill the following positions:</p> <p><b>Brand Director</b></p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Leading of the brand division and a team of brand management personnel.</li> <li>• Maintenance and enhancement of the brand portfolio of the company to achieve the given revenue / profit budget of the given business plan.</li> <li>• Identify key direction / benchmarks in term of brand positioning, pricing, distribution strategy and mode, competitive edge of the company....</li> <li>• Coordinate / facilitate task setting and execution for both internal and external departments.</li> </ul> <p><b>The Person</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in Marketing, Business administration, or related discipline. MBA is an advantage.</li> <li>• Minimum 10 to 12 years marketing / brand management experience gained from sizable organization with exposure in marketing international brands in Greater China region.</li> <li>• Experience in apparel industry is preferred but not a must.</li> <li>• Good interpersonal / communication skill, tactful and with strong desire for achievement.</li> <li>• KPI driven working attitude and approach in work.</li> <li>• Excellent command of English, Mandarin and Cantonese.</li> <li>• Frequent travel or stationed Southern China.</li> </ul> <p><b>Brand Managers</b></p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Develop and implement brand marketing plan / promotional programs.</li> <li>• Liaison with internal functions to carry out brand marketing programs.</li> <li>• Develop and execute brand communication plan in both above / below the line level.</li> <li>• Liaison with external parties, including brand principals, licensees etc....</li> <li>• Achieve brand revenue / profit goal as defined by the given business plan.</li> <li>• Develop and execute competitor's analysis.</li> </ul> <p><b>The Person</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in Marketing, Business Administration or related disciplines.</li> <li>• 5 to 8 years of solid brand / product management experience, preferably gained from international labels, with minimum 3 years in managerial level.</li> <li>• Experience in apparel industry will be an advantage.</li> <li>• Good interpersonal skill with positive working attitude / manner.</li> <li>• Excellent command of English, Mandarin and Cantonese.</li> <li>• Frequent travel or stationed Southern China.</li> </ul> <p><b>Buyers / Associate Buyers</b></p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Develop and execute plans for seasonal assortment and OTB expenditure to meet the given business plan for brands.</li> <li>• Closely monitor on products performance and conduct necessary analysis to facilitate continuous improvement on buying.</li> <li>• Attend overseas trade fair and conduct market / trend research.</li> <li>• Coordinate / liaise with various departments including sales operations, VM and BM to enhance the sales performance.</li> </ul> <p><b>The Person</b></p> <ul style="list-style-type: none"> <li>• Tertiary educated.</li> <li>• Minimum 3 years of independent buying experience gained from retail or related industry.</li> <li>• Experience in children ready to wear is highly preferable.</li> <li>• Good numerical skill.</li> <li>• Excellent command of English, Mandarin or Cantonese.</li> <li>• Frequent travel or stationed Southern China.</li> <li>• Candidates with less experience <b>OR</b> with merchandising experience in children RTW will be considered as Associate Buyer.</li> </ul> <p>A competitive remuneration package and excellent career prospect will be offered to the right candidate. Interested parties please send full resume with salary expected and date available to: [REDACTED]</p>	B
201406292	Sinocom Trading Ltd	 <p><b>Merchandiser</b></p> <ul style="list-style-type: none"> <li>• Men's woven shirts who has capability to handle Middle East Chain Stores &amp; South America Market;</li> <li>• Need full knowledge how to work with Chain stores;</li> <li>• 5 years experiences;</li> <li>• Must have knowledge of woven fabrics &amp; supplier base.</li> </ul> <p>— Please kindly send the resume to: — [REDACTED] and [REDACTED]</p>	C



個案編號	僱主	廣告	僱主回覆之類別*
201406293	Lung Hing Pyrotechnics Co Ltd	 <p>We are an established I/E &amp; Manufacturing company and now looking for high calibre persons to join our team as below:</p> <p><b>Merchandiser</b></p> <ul style="list-style-type: none"> <li>• Postsecondary graduated or above with 2-3 years related working experience;</li> <li>• Good command of written and spoken English/Chinese (Mandarin);</li> <li>• Knowledge of Chinese computer software / Chinese typing;</li> <li>• Detail-attentive, self-motivated;</li> <li>• IMMEDIATE AVAILABILITY IS A MUST</li> </ul> <p>Interested parties, please email to [redacted] (No Agency Please)</p>	C
201406297	Collyer Logistics South China Limited	<p>Post Date 21-Mar-14 <span style="float: right;">jobsDB Ref. JHK100003002752389</span></p> <p>An Intl logistics company in Kwai Fong is looking for:-</p> <hr/> <p style="text-align: center;">Trade Manager (North America)</p> <hr/> <ul style="list-style-type: none"> <li>• Degree holder in Logistics, transportation or shipping is preferable (TP trade)</li> <li>• 5 years minimum experience within the shipping industry</li> <li>• Proactive, ambitious, independent, responsible, well organized and good interpersonal relations skills</li> <li>• Good negotiation skills</li> <li>• Fluent spoken and written English and Mandarin</li> <li>• Able to work under pressure</li> </ul> <p>Benefits:</p> <ul style="list-style-type: none"> <li>• 13th month salary</li> <li>• Performance bonus</li> <li>• Medical &amp; Dental Insurance</li> </ul> <p>To apply, please send expected salary to [redacted] and copy to: [redacted] to obtain application</p>	A



個案編號	僱主	廣告	僱主回覆之類別*
201406298	Pinefield Industries Ltd	<p>Post Date 21-Mar-14 <span style="float: right;">jobsDB Ref. JHK100003002740853</span></p> <p>Major wooden furniture and Home décor company seeks :</p> <hr/> <p style="text-align: center;"><b>MARKETING MANAGER OR DIRECTOR for OEM export to USA</b></p> <hr/> <ul style="list-style-type: none"> <li>• Degree graduate</li> <li>• At least 10 years OEM marketing experience to US or Europe retailers</li> <li>• Strong product development and design ability (experience in wooden furnitures, frames, mirrors, storage, sunglasses, gifts, art pieces, etc. are helpful)</li> <li>• Good command of spoken Putonghua and Cantonese, Excellent command of English</li> <li>• Ability to handle and develop customers independently from Market Research, product development, product design, selling, order follow up customers relations building to new customer development</li> </ul> <p>Please e-mail to [REDACTED] with salary expectation to obtain an application.</p>	<b>D</b>
201406299	Apex Winner Ltd	<p>Post Date 21-Mar-14 <span style="float: right;">jobsDB Ref. JHK100003002750433</span></p> <p>We are a listed company in Hong Kong. To cope with our business expansions, we invite candidates to join our company.</p> <hr/> <p style="text-align: center;"><b>Assistant Accountant</b></p> <hr/> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Reviewing bank and cash balances, accounts voucher and ledger of PRC subsidiaries;</li> <li>• Monitoring daily accounting systems and internal control procedures for PRC subsidiaries;</li> <li>• Providing information and support on budget and forecast;</li> <li>• Assisting in ad hoc duties</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Degree holder in Accounting;</li> <li>• Knowledge on 金蝶 system is a definitely advantage;</li> <li>• Minimum 5 years' working experience in commercial sector or accounting firm;</li> <li>• Responsible, self-motivated and able to work independent;</li> <li>• Fluent in Mandarin, and good communication skills in written Chinese;</li> <li>• With PRC and manufacturing experience will be highly preferred</li> <li>• Travel to office in PRC is required</li> </ul> <p>We offer competitive remuneration package including alternate Saturday, medical insurance, double pay and discretionary bonus to the right candidate. Interested parties please send e-mail to [REDACTED] for application.</p>	<b>B</b>





個案編號	僱主	廣告	僱主回覆之類別*
201406303	Impro International Limited	<p>Post Date 21-Mar-14      Employer Ref. HK-SA01/2014    jobsDB Ref. JHK10003002751839</p> <p>We are a leading manufacturer of engineered castings and precision machined products. Our products are widely distributed to global leaders in automotive, marine, heavy-duty and high horsepower engines, aerospace, health care and renewable energy industries. We are inviting high caliber candidate for the following position :</p> <hr/> <p style="text-align: center;">Sales Administrator (Ref. HK-SA01/2014)</p> <hr/> <p>Responsibilities :</p> <ul style="list-style-type: none"> <li>• To provide administrative support to sales team</li> <li>• To prepare quotation, keep track of project status and logistics arrangement</li> <li>• To compile data analysis and report for management review</li> <li>• To maintain database and documentary control</li> <li>• To work closely with China team and overseas office</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Diploma holder in Business Administration or related discipline</li> <li>• Minimum 5 years relevant working experience</li> <li>• Excellent communication and interpersonal skills</li> <li>• Previous experience in trading &amp; manufacturing and international working environment</li> <li>• Highly proficiency in MS Office</li> <li>• Good command of spoken English and Mandarin, a good listener and facilitator internally and externally</li> <li>• Knowledge of SAP would be an advantage</li> <li>• Self-motivated and responsible</li> <li>• Good team player with positive attitude</li> </ul> <p>We offer attractive remuneration package to the right candidate. Interested parties please send your full resume, stating job reference number, present and expected salary and availability by email to [REDACTED]</p> <p>All information received will be treated in strict confidence and only for recruitment purpose.</p>	<b>A</b>
201406307	Hing Man (Lee's) Ltd	<p>Posted on 21/03/2014      Job Ref.: CT3085406-01#0007 </p> <hr/> <p>An expanding Brassiere Wire &amp; Accessories Manufacturing Trading Co invites application of following post:</p> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> <p><b>Sales Dept – Sales Executive</b> Job Ref.: CT3085406-01#0007</p> </div> <ul style="list-style-type: none"> <li>• F.7 or above</li> <li>• Good communication &amp; presentation skill</li> <li>• Fluent in spoken &amp; written English &amp; Mandarin</li> <li>• Required 3 days per week in Zhao Qing</li> <li>• Immediate Available (MUST)</li> <li>• Work location: Tai Wai / Zhao Qing</li> </ul> <p>5.5 days, Public holiday, MPF, Medical, Year-end double pay, Bonus, Commission</p> <p>Please CV with expected salary by email to [REDACTED] for interview.</p>	<b>C</b>

個案編號	僱主	廣告	僱主回覆之類別*
201406308	BY Y.B. Studio Asia Limited	<p>Posted on 21/03/2014 <span style="float: right;">Job Ref.: CT3086108-01#0003 </span></p> <hr/> <p>A concept store locate at <b>JCCAC</b> under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:</p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p><b>Product Development Designer</b> Job Ref.: CT3086108-01#0003</p> </div> <ul style="list-style-type: none"> <li>• Diploma holder in Fashion / Product Design or related disciplines</li> <li>• Strong on colour sense, new material, technique, graphic and accessories</li> <li>• Sensitive on market trends &amp; Strong fashion sense with creative mind and open for all the possibility.</li> <li>• Strong management and communication skills</li> <li>• Proficient in Macintosh, Illustrator and Photoshop</li> </ul> <p>Competitive remuneration package will be offered to right candidate. Full Time or Part Time or Freelance require. If you are interested in a long term and stable employment, please send full resume with expected salary to <span style="background-color: black; color: black;">██████████</span> attention <span style="background-color: black; color: black;">██████████</span> for interview.</p>	<b>B</b>
201406309	BY Y.B. Studio Asia Limited	<p>Posted on 21/03/2014 <span style="float: right;">Job Ref.: CT3086108-01#0002 </span></p> <hr/> <p>A concept store locate at <b>JCCAC</b> under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:</p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p><b>Assistant Project Coordinator</b> Job Ref.: CT3086108-01#0002</p> </div> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide administrative and logistic support to the development team while participating in all development activities including donor and public relations events, exhibitions, and others</li> <li>• Provide support services for the solicitation of donations, including effective enquiry handling and donation processing</li> <li>• Continually update and correct database records</li> <li>• Coordinate and participate in the productions and distribution of all fundraising, promotion and communication materials, including quarterlies, bi-monthly e-newsletters, promotion mails and etc.</li> <li>• Maintain and update website, facebook and other internet resources</li> <li>• Assist in the handling of media and public relation materials</li> <li>• Keep proper records and generate reports</li> <li>• Perform other duties as assigned by the head of the team from time to time</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• F.5 or above with 2 years relevant working experience, NGO experience preferred</li> <li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access), Photoshop &amp; Dreamweaver (i.e. html code), database knowledge and skills on different internet resources (webpage, facebook and E-marketing etc.) are essential</li> <li>• Strong verbal and written communications skills</li> <li>• Must work well with others and work independently with little supervision</li> <li>• Self-motivated, well-organized, hardworking and meticulous</li> <li>• Strong initiative, mature, committed to work and have a strong sense of responsibility</li> <li>• Commitment to the mission of the organization</li> <li>• 5 and a half working days including Sun &amp; public holidays</li> <li>• Immediately available is preferred</li> </ul> <p>Competitive remuneration package will be offered to right candidate Full Time or Part Time or Freelance require. If you are interested in a long term and stable employment, please send full resume with expected salary to <span style="background-color: black; color: black;">██████████</span> attention <span style="background-color: black; color: black;">██████████</span> for interview.</p>	<b>B</b>

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201406310	BY Y.B. Studio Asia Limited	<p>Posted on 21/03/2014 <span style="float: right;">Job Ref.: CT3086108-01#001 </span></p> <hr/> <p>A concept store locate at <b>JCCAC</b> under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:</p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px;"> <p><b>Shop Keeper or Shop Associate</b> Job Ref.: CT3086108-01#001</p> </div> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• F.3 with 3 years retail working experience</li> <li>• Self-initiative with pleasant personality, hardworking and good communication skills</li> <li>• Willing to learn, mature and responsible</li> <li>• Good command of spoken English, Chinese and Mandarin</li> <li>• Experience with Retail Pro would be an advantage</li> </ul> <p><b>Working Schedule:</b></p> <ul style="list-style-type: none"> <li>• 4 - 5 working hours per day</li> <li>• Shifts in Saturday, Sunday and Public Holidays</li> </ul> <p>Competitive remuneration package will be offered to right candidate. If you are interested in a long term and stable employment, please send full resume with expected salary to [REDACTED] or directly to [REDACTED] at [REDACTED] for interview.</p>	<b>B</b>
201406311	BY Y.B. Studio Asia Limited	<p>Posted on 21/03/2014 <span style="float: right;">Job Ref.: CT3086108-01#004 </span></p> <hr/> <p>An International Fashion Trading Firm under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:</p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px;"> <p><b>Fashion Assistant Merchandiser</b> Job Ref.: CT3086108-01#004</p> </div> <ul style="list-style-type: none"> <li>• Form 5 or above (T.I./University, Polytechnic Graduate preferable);</li> <li>• 2 years working experience in garment field;</li> <li>• Good PC knowledge;</li> <li>• Good command of spoken and written English &amp; Mandarin;</li> <li>• Willing to travel to China;</li> </ul> <p>Competitive remuneration package will be offered to right candidate. Full Time or Part Time or Freelance require. If you are interested in a long term and stable employment, please send full resume with expected salary to [REDACTED] attention [REDACTED] for interview.</p>	<b>B</b>