



## **(Part-time) Admin Assistant**

### Description:

A Hong Kong ceramic supply company is now hiring Part-time Admin Assistant to deal with daily company admin operation.

Working hours: Flexible, but preferably at least 2-3 days per week  
(Weekdays/Weekend on candidate preference)

### Job Duties:

- Administrative works such as expense record and filing
- Stock taking of ceramic products
- Stock arrangement
- Product testing such as clay and glaze sample making
- Assist in mailing of letters and catalogue to clients
- Other ad hoc tasks assigned by the owner

### Requirement:

- Interest in ceramic/pottery art
- Ability to work independently
- Willing to take initiatives at work
- Good command of Chinese and English
- Immediate available is preferred

For interested party, please send your resume with expected salary (per hour) to [sukiiso@heartyceramic.com](mailto:sukiiso@heartyceramic.com)



## 兼職行政助理

心陶美術材料公司現誠聘兼職行政助理以協助日常營運工作。

工作時間：彈性工作時間，能每星期工作 2-3 天優先考慮 (員工可自選平日或週末上班)

工作範圍：

- 日常行政工作，例如紀錄支出及文件整理
- 點算陶藝貨品
- 整理貨物
- 測試商品例如製作泥辦及釉辦
- 協助處理寄件及寄出宣傳冊子
- 其他相關工作

要求：

- 對陶藝藝術有興趣
- 可獨立處理工作
- 願意主動處理日常工作
- 具備中文及英文語言能力

如有興趣申請之人士，請將履歷發送至 [sukiiso@heartyceramic.com](mailto:sukiiso@heartyceramic.com)，請註明期望薪酬(時薪)。