



## ADMINISTRATIVE ASSISTANT

### Job Description

openUU is a multidisciplinary design studio, with on-going design projects in Hong Kong, Taiwan, China and America. openUU is now seeking a passionate, creative and highly motivated individual to join our energetic and growing team as a **full-time administrative assistant**.

### Responsibilities

- ❖ Provide general office administrative support including answering phone calls, scheduling meetings, file copy, etc.
- ❖ Provide secretarial support to directors
- ❖ Coordinate incoming & outgoing mails, documents and courier services
- ❖ Perform general accounting duties including expense receipts, prepare invoices, and data entry
- ❖ Assist in ad-hoc assignments as required

### Skills & Requirements

- ❖ Degree or Diploma holder or above
- ❖ Good command of English, Cantonese and Mandarin
- ❖ Interest in design
- ❖ Proficient with social media (facebook, instagram, etc.)
- ❖ Proficient in MS Word and Excel, Chinese word processing and PC applications
- ❖ Responsible, self-motivated and able to work independently
- ❖ Proficient with design software is a plus

**Working Location** Sheung Wan, Hong Kong Island

### Application Material

- [1] resume/CV
- [2] 2 English writing samples, 2 Chinese writing samples
- [3] current and expected salary
- [4] available dates for interview and start date

All 4 application material must be submitted.

Attractive remuneration package, with benefits including medical insurance and 12-18 days of annual leave.

## openUU

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