

Neo-Health Group (www.neohealth.com.hk) is a Hong Kong's leading holistic medical centre established in 2007. We have expanded in recent years to include executive health screening and other specialist testing services. Since 2014 we have been working directly with corporate clients to deliver wellness programs and provide holistic care to our patients.

To cope with our rapid business expansion, we are looking for passionate candidate to join our team.

Administrative Assistant

Job Responsibilities:

- Assist in preparing meeting materials, monthly reports and general documents
- Perform general administration duties and office administration support
- Provide clerical support & filing
- To help generating regular and ad-hoc assignments
- Perform any other duties as assigned by director and associated manager

Requirements:

- Higher Diploma holder or above
- Fresh graduate is also welcome
- Able to work under pressure, responsible and willing to learn
- Good command of spoken and written English, Cantonese and Mandarin
- Self-motivated, detail-oriented and multi-tasking
- Basic knowledge in AI and Photoshop is a PLUS
- Immediate availability is preferred

For application, please send your resume and expected salary to us. All information received will be kept in strict confidential and only for recruitment purpose.