

Neo-Health Group ([www.neohealth.com.hk](http://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.

## **Customer Service Officer**

### Job Responsibilities:

- Handle telephone and email enquiries
- Provide clerical support & filing
- Provide high quality customer service in clerical
- Prepare customer service-related reports
- Ad-hoc projects may be assigned as needed

### Requirements:

- F.5/HKDSE or above with good command of spoken and written English, Cantonese and Mandarin
- Fresh graduate is also welcome
- Proficient in Microsoft Excel and Word
- Self-motivated, detail-oriented and multi-tasking
- Good communication skills and manner is a must
- Weekend shift work may required
- For Part-time post: Saturday and Sunday work is required

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.