

Join Us Now

Administrative Executive



We offer

- ▶ Full Time, Permanent
- ▶ Double pay
- ▶ 5 day work week
- ▶ 12 annual leave
- ▶ Medical Insurance
- ▶ Luxury office environment
- ▶ Salary negotiable



About IGNITE

A fast developing company with development opportunities. Stable working hours and luxury office in causeway Bay

IGNITE is one of the leading consultation and training company on Financial Planning Industry in Hong Kong. Our trusted reputation is based on professionalism to cultivate valued partners on business growth & development, serving over 200 industry elites. Our culture is open and progressive – simply to achieve the best for our customers both externally and internally. Applications are welcomed from high calibre individuals to join our growing team.

Responsibilities and Duties

- ▶ Provide secretarial and administrative support
- ▶ Handle the booking and itinerary

- ▶ Handle enrolment, enquiry and follow up customer order
- ▶ Monitor and check roster and attendance
- ▶ Coordinate training arrangement with internal and external parties;
- ▶ Maintain income and expenditure record
- ▶ To support special event if necessary
- ▶ Any other duties as assigned

Qualifications

- ▶ Tertiary educated, degree holder is an advantage
- ▶ A minimum of 2 years above secretarial and/or administrative experience preferably in insurance industry
- ▶ Well-organized, responsible, independent, adaptable nature, customer centered, good interpersonal skills
- ▶ Good communication skills in English and Cantonese.
- ▶ Proficiency in using MS Office suite (including Powerpoint, Excel, etc) and Chinese word processing
- ▶ Immediate available is preferred