



The Society of Publishers in Asia (SOPA)

Online Recruitment Service Form

30-Jun-10

Date: _____

Company Information

Company Name: Edipresse Hong Kong Limited

Website: <http://www.edipresseasia.com/home.html>

Profile:

Edipresse Group is a publicly listed international media company. Headquartered in Switzerland, Edipresse's main activities are in newspaper and magazine publishing and digital media. The Group employs 3,000 people worldwide to run a diverse portfolio of more than 200 titles and websites.

Contact Details

Contact Person: Iris Lee

Job Title: Assistant HR Manager

Telephone: 2859 4340

Fax:

Email: recruit03@edipresse.com.hk

Address: 6/F, 32 Oi Kwan Road, Wanchai, Hong Kong

Job Summary

Position: Administration Officer

Ref no.: -

Qualification: -

Year(s) of Experience: -

Salary: Negotiable

Employment Type: Permanent

Location: Hong Kong

Benefits: -

Job Responsibilities

- Handle full spectrum of office administration & operations such as office supplies procurement, asset management, management of the reception, property & facilities management, office relocation & renovation and daily general office support;
- Be responsible for administration management including lease negotiation, maintenance contract renewal, material consumption & cost analysis, surveys and other ad hoc reporting;
- To organize travel arrangement for staff;
- To select, liaise and negotiate with vendors for assets procurement and office maintenance services
- To define, design and update office layouts as well as implement, coordinate and assist in supervising renovation projects in office
- Deal with service provider including quotation and price negotiation (e.g. access control, travel agents, courier, office equipment)
- To update and maintain accurate the corporate and legal database
- To assist the HR department on the administrative follow up of leaves, contracts...etc

Job Requirements

- Degree/Diploma in business related discipline.
- Minimum 10 years or above relevant working experience.
- Excellent command of both spoken and written English and Chinese
- Detail-oriented, well organized, independent and self-motivated
- Excellent negotiation, interpersonal and communication skills
- Excellent command in Microsoft Office and knowledge of Chinese typing

We offer attractive salary and competitive benefits including 5-day work, performance-based bonus, Mandatory Provident Fund and medical scheme. Interested candidates please send full resume with expected salary to The HR Department, 6th Floor, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong or via mail recruit03@edipresse.com.hk

(Data Collected will be used for recruitment purpose only)