

**职位 Position**

Office clerk

**工作内容 Work duty**

- Update company file to system.
- Make document regarding business and administration.
- Other duty resigned by manager.

**职位要求 Requirement**

- Experienced on office system operation like excel & word etc.
- Good knowledge on footwear material and material processing requirement. good at uploading/downloading information & file to our system via internet.
- Able to read documents in English and understand website.

**工作时间 Work hours**

Monday to Friday, every day for 8 hours, Saturday morning

**工作地点 Work place**

Nancheng Dongguan

**待遇 Salary**

negotiable