

General Administration Department

Associate, Mailing Services (Ref. No: GAD-1549)

Job Responsibilities:

- Provide messenger services (by-hand service) as per request from user departments
- Coordinate and carry out collection and delivery of internal documents between departments, branches and different offices
- Arrange for courier posts, acknowledge receipt and register the incoming mails from courier and clients via mailing counter. Distribute newspapers and computer reports to concerned departments
- Provide mailing and franking service to ensure all outgoing mails are sent out with correct postage under good condition to the right recipient
- Set up conference rooms, replenish pantry items in order to provide back up support to Administrative Services Team to meet the departmental requirements
- Perform ad-hoc assignments as assigned
- Working location: Central

Job Requirements:

- Secondary or above
- Minimum 3 years of working experience in handling incoming/outgoing mails, providing mailing counter service and documents delivery in the office and outdoor areas
- Ability to work independently, responsible, hardworking and self-initiative
- Willing to work in irregular hours and overtime
- Willing to work outdoor
- Familiar with MS Word and Excel

To apply, please submit your resume to hrd@icbcasia.com.

All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.