

General Administration Department

Deputy Manager - Senior Manager, General Administration Department (Ref. No: GAD-456)

Job Responsibilities:

- 协调日常後勤與總務相關綜合服務，包括公務車和司機、茶水房、前臺、檔收發、郵寄快遞、員工餐、零食文具採購、來賓接待、機票酒店預定、紙質檔存檔、物業服務聯絡等
- Coordinate various logistic and general administrative services, including car service, pantry service (including snack), receptionist, mailing and courier service, staff catering service, guest reception, hotel and air ticket booking, filing of internal document, liaise with facility management office
- 制定後勤與總務相關 工作流程及考評標準，提升日常服務水準和效率
- Propose and update operational procedure manuals, enhancing the efficiency and effectiveness of service
- 與用戶及外部服務 公司溝通，協調需求和服務
- Liaise with other departments and service providers
- 編寫文字彙報材料、預算、簽報等（中文）
- Prepare report or proposal in Chinese

Job Requirements:

- 大學或以上學歷, 5 年以上後勤總務部門/辦公室/行政部/檔案室工作經驗
- Degree holder with at least 5 years' work experience in general administration
- 較強中文寫作能力
- Candidate will be invited to attend a written test in Chinese

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.