

**Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

**Delete inappropriate item*

Part I : Employer Information (Items will be showed in the post)

1. Company Name : SEB Asia Ltd	2. Trade : Trading/ Retail
3. Company Address: AIRSIDE, Kai Tak, Kowloon, HK (3 minutes from Kai Tak MTR Station)	
4. Contact Person : *Miss CHEUNG	
5. Tel. No.: 2110 6706	6. Email Address: honhr@groupeseb.com
7. Fax No.: N/A	

Part II : Vacancy Information

8. Job Title : Accounting Clerk	9. No. of Vacancy: 1		
10 Job Duties : <ul style="list-style-type: none"> • Responsible for Accounts Payable functions, including: <ul style="list-style-type: none"> • handle vendor invoices and staff claims • review AP transactions in ERP • verify invoices and prepare payments • Answer vendor enquiry on details of payment and status • Assist in the preparation of journal vouchers, bank reconciliations and balance sheet schedules • Assist in month-end closing • Perform ad-hoc duties when required 			
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
12. Work Place (if different from item 3 –Company Address above): <u> AIRSIDE, Kai Tak, Kowloon, HK </u>			
13. Working Hours : <u> 5 </u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u> Mon-Fri 9am-6pm (with flexible hours) </u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day			
14. Basic Salary : HK\$ <u> 16000 - 17500 </u> per *month <input checked="" type="checkbox"/> other benefit(s) / allowance(s) <u> Double pay, discretionary bonus, annual leave, family leave, birthday leave, medical, dental insurance, staff purchase </u>			
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input checked="" type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)			
16. Working Experience : Two years relevant working experience in accounting			
17. Language Requirement : <u> Ability to Listen & Speak </u> <u> Ability to Read & Write </u> <i>(please take into account the genuine job requirement)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </td> <td style="width: 50%; border: none;"> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil </td> </tr> </table>		Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil
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18. Other Entry Requirements:

Knowledge in ERP (SAP & AP automation tools will be an advantage)
Good computer knowledge including Microsoft Excel, Microsoft Word
Self-motivated, detail-minded, able to work independently and under pressure

Part III: Job Application Method

Applicants can apply the vacancy by:

Contact * Miss CHEUNG

*Tel 2110 6706 / Whatsapp 9437 7610

Send the resume to Miss CHEUNG

* E-mail: honhr@groupeseb.com

Part IIV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: SEB Asia Ltd
(Full name in Block Letters):



Co. Rep. /Employer Signature or Company Chop: _____

Date: 29 August 2024

For Official Use Only :

Received by : _____ Date: ____ (DD) ____ (MM) ____ (YY) Valid until (2 months): ____ (DD) ____ (MM) ____ (YY)