



### About TSL Jewellery

TSL Jewellery is one of the largest jewellers in Asia, that is principally engaged in jewellery design, manufacturing, trading, retailing and wholesaling. TSL Jewellery was established in 1971, and was listed on the Hong Kong Stock Exchange in 1987. The Company operates over 400 jewellery boutiques spanning over 110 cities in Asia besides Hong Kong, including but not limited to Beijing, Shanghai, Chengdu, Guangzhou, Shenzhen, Macau and Kuala Lumpur. The Group exquisite craftsmanship and attention to details are the hallmarks of high-quality products, and is committed to offering timelessly fashionable jewellery by taking an innovative approach in product design. Its deeply-embedded service culture has received extensive market recognition, winning nearly 50 service awards since 2000. We are looking for high caliber candidate to join the Group for the following position:

## Assistant Officer – Administration (IT Department)

### Responsibilities:

- Keep and maintain the IT Asset inventory, such as computer parts, equipment, manuals and software license etc.
- Assist in procurement matters on IT equipment, including but not limited to prepare purchase order and cost comparison, follow up with vendors/suppliers on product information and quotations
- Provide finance and administrative support, such as payment requisition and expense handling, report preparation, meeting coordination/scheduling and business trip arrangement
- Provide general administrative support to the IT team
- Perform other ad hoc duties as assigned by superior

### Requirements:

- Diploma holder or equivalent qualification
- 2 years' experience in administrative role. Experienced in IT industry is an advantage
- A team player with passion and good manner
- Proactive, efficient and detail minded
- Proficiency in MS Office, especially in MS Word, Excel & PowerPoint
- Knowledge in Networking is preferable but not a must
- Good communication and interpersonal skills

Interested parties, please send your application with full resume, present and expected salary to "recruit@tslj.com".

(All information collected would be used for recruitment purposes only.)