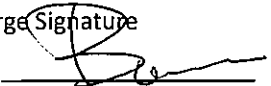



# Company Employment Registration form

## 單位招聘登記表

日期 Date: 23/01/2017

Company Name 公司名稱	In Chinese 中文	亞洲英語有限公司	
	In English 英文	English for Asia Ltd.	
Business Registered No. 商業登記編號	澳門 319/2004, 450/2012 氹仔 361/2008		
Introduction 公司簡介	English for Asia (EfA) is a teacher-run educational organisation with 20 years' experience of providing high quality English language training courses. The company was established in 1997 in Hong Kong and started operations in the Macao SAR in 2001.		
Address 公司地址	1. 澳門南灣大馬路 599 號羅德禮商業大廈 10 樓 E 2. 氹仔米也馬嘉禮前地境峰苑地下 S 21-25 號		
Website 網址	www.macauenglish.com		
Job Vacancies 招聘職位	In Chinese 中文	學習中心行政助理	
	In English 英文	Learning Centre Administration Assistant	
	<input checked="" type="checkbox"/> Full-Time 全職 <input checked="" type="checkbox"/> Part-Time 兼職                 No. of Vacancies 招聘人數 <u>3</u>		
Job Specification 工作內容	<ul style="list-style-type: none"> <li>To provide excellent customer service to Learning Centre clients and provide comprehensive product knowledge</li> <li>To operate Learning Centre on a daily basis and cover all Learning Centre needs</li> <li>To facilitate communication between Teachers and Students</li> <li>To handle Learning Centre administration work and carry out ad hoc projects</li> <li>To aim for business development and take initiative to promote Learning Centre</li> </ul>		
Requirements 應聘要求	<ul style="list-style-type: none"> <li>High school certificate</li> <li>Administrative and clerical experience</li> <li>Good computer skills (Microsoft Office)</li> <li>Excellent command of Chinese and a good to fair level of spoken English</li> </ul>		
Remarks 備註			
Contact Person 聯絡人	Ms. Leong		
Phone Number 電話號碼			Fax Number 傳真號碼
E-mail 電郵	macao@englishforasia.com		
Person in charge 負責人簽署: 	Date 日期: <u>23/1/17</u>	Seal 蓋章: 	

Remarks 備註:

- Please fulfill this form, and send back by Email (PDF format) or Fax. The advertisement will be posted subject to the final approval by Student Affairs Office of the City University of Macau.  
請將填妥的表格以電郵或傳真方式致澳門城市大學學生事務處，學生事務處將保留審批及廣告刊登的最終權利。