

**TUGU INSURANCE COMPANY**, is a General Insurance Company, that was established in HK in 1965 and located in Wanchai area. The Company is based in Indonesia and a member of HK Federation of Insurers.

We are looking for competent candidate who can work multi-tasking, like challenge, want to contribute your talent and gain more experience. We have an open vacancy in HR-Admin division for the following post:

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## **Senior Clerk – HR & Administration**

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### Responsibilities:

1. Provide HR support including attendance & leave records, medical claims reimbursement
2. Provide professional reception support including answering incoming calls, client greetings, fax / letters / emails / couriers' distribution.
3. Perform administrative duties such as office administration system management, facility maintenance, procurement and inventory management of office supplies and equipment, document storage management.
4. Maintain and update the office equipment and fixed assets record
5. Handle administration related expenses and settlement
6. Assist in vendor and contractor management including sourcing, renewal, termination and service performance review
7. Assist in organizing/coordinating company functions/activities
8. Other ad hoc tasks assigned by superiors

### Requirements:

1. Diploma or above in Business Administration or related disciplines
2. 3-5 years relevant working experience in office administration and/or HR work
3. Good communication skill and a good team player
4. Good command of both written and spoken English and Cantonese
5. Proficiency in Microsoft Excel, Word and PowerPoint
6. Detailed-minded, responsible, punctual, honest and hardworking
7. Able to work under pressure and independently

TUGU is an equal opportunity employer and we provide comprehensive and attractive remuneration package for the right candidate.

If you think you are the right person and interested in joining us, do not hesitate to **APPLY NOW** with detailed resume, stating expected salary, contact phone number to the Manager – HR & Admin Division by email to **hr@tuguhk.com**. Only short- listed candidate will be offered for an interview. All information collected will be treated confidential for recruitment purpose only.