



**HRM OPTIONS GROUP INTERNATIONAL**

*...Powering Your Business with the Right People!*

# JOB OPPORTUNITY KNOCKS!

## > **ADMINISTRATIVE OFFICER (ST. CATHERINE & KINGSTON)**

### **Job Responsibilities:**

• Include providing administrative support along with prioritizing and completing a wide variety of tasks.

**REQUIRED EDUCATION AND EXPERIENCE:** • Must have a BSc. in Human Resource Management, At least 2 years' experience working in a similar capacity with HR experience. Ability to write/speak Mandarin is a plus.

**Must own and operate a motor vehicle.**

**Deadline March 30<sup>th</sup>, 2018**



Send resumes to [jobs@hrmoptionsgroup.com](mailto:jobs@hrmoptionsgroup.com)