



## **Officer / Senior Officer, Corporate Services (II)**

### **Responsibilities:**

- Provide efficient and quality day-to-day operations of reception counters of the Academy
- Assist in administration and clerical support for the team such as course enrollment & confirmation, maintaining training records, attendance records and procurement of campus supplies etc.
- Assist in logistic arrangements for all training courses
- Assist in the housekeeping and daily management of the campus
- Perform any ad hoc assignments as required

### **Requirements:**

- Diploma holder or above
- Minimum 3 years of relevant experience in aviation industry, preferably in Customer Services field
- Basic knowledge of airport operation is preferred
- A team player with proactive, detail and result oriented mindset, fast learner, able to work independently
- Proficient in MS Office including Word, Excel, PowerPoint and Outlook
- Candidates with less experience will be considered as Officer, Corporate Services. Fresh graduates are also welcome