

Job Title: Presentation Associate – Graphic

Job Location: Hong Kong

Type of Employment: Permanent

Job Description:

You will be working in one of our investment bank clients. Presentation Associate/Desktop Publishing Associate (PA/DTP) is a word-processing and document production position requiring efficient scheduling and processing of new and existing documents to the clients' specifications. The PA/DTP role requires prior word-processing and, ideally, graphics experience, and the ability to work independently or with little supervision. Effectively uses the software outlined below to create and produce completed documents using templates, charts, graphs, complex tables, formulas, macros and mail merges.

Job Responsibilities:

- Follow clients' instructions exactly and accurately process clients' projects, working within strict time constraints and deadlines
- Communicate and interact with clients in a professional, positive and courteous manner
- Process power point presentations, financial statements, legal documents, proposals, questionnaires, letters, schedules, labels, tab masters, spreadsheets, etc.
- Effectively use the software outlined below to create and produce completed documents using templates, charts, graphs, complex tables, formulas, macros and mail merges. Use job tracking software to log in and out of all tasks assigned for internal tracking purposes
- Check work errors
- Meet deadlines
- Scheduling documents according to procedure and acting as project coordinator to certain jobs when necessary
- Understand and accurately utilize data collection process
- Exhibit a professional decorum at all times
- Communicate with other associate effectively

Job Requirement:

- Holder of high diploma and/or above with at least 1 years of word processing experience (Fresh graduates also considered)
- Type a minimum 75 wpm English/50 cpm Chinese with a high level of accuracy
- Strong customer service skills and professionalism
- Good command in spoken and written in Cantonese, English and Putonghua
- Strong literate computer skills on MS Office 2007, Photoshop, Adobe Applications and template design experience
- Willing to work on afternoon/night shift/weekend shift schedule

Benefits:

We offer attractive remuneration package and fringe benefits such as 5 days work, 15 days of annual leave, group medical, dental and life insurance coverage to the successful candidate. In addition, you will have an opportunity to work in a reputable company with excellent career exposure.

Submission:

Interested parties, please submit your resume in MS Word format with your availabilities and expected salary to hk.resourcing@wlt.com. All information provided will be treated in strict confidence and used solely for recruitment purpose.