

**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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### **Clerk – HR & Administration**

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Responsibilities:

1. Handling incoming calls and incoming letters
2. Support superiors by performing clerical works in HR and Administration
3. Perform outdoor activities such as go to bank, post office or deliver urgent documents whenever required.
4. Assist in checking inventories, ordering stationeries and pantry supplies.
5. Other ad-hoc tasks assigned.

Requirements:

1. DSE graduate or above
2. 1-year experience
3. Good command of both written and spoken English and Cantonese  
Knowledge of Bahasa Indonesia will be an advantage.
4. Able to operate MS Office (Outlook, MS Word, Excel)
5. Has a positive attitude and pleasant personality
6. Responsible, Punctual, Honest, Hardworking and a good teamwork player

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 send your detailed resume, stating expected salary, contact phone number to the Sr. 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.