Office Clerk / Sales Assistant
Location: Food distributor in Oakland

We are looking to fill part time positions and full time positions. College students are welcome. Starting pay rate of $10 per hour. Rate is flexible depending on experience. No experience is required, but must be a bilingual speaker of Chinese and English.

Job Duties

• Answer phone calls.

• Accurately and effectively enter information on a computer.

• Answer customers’ questions about products, prices, and availability.

• General filing.

Knowledge, Skills and Abilities:

• Must be English bilingual speaker of a Chinese dialect either Mandarin or Cantonese.

• Excellent verbal communication skills.

• Must be able to type.

• Proactive and independent with the ability to multitask.

• Solid proficiency with Microsoft Office, especially Word and Outlook.

• Understanding and experience using Customer Management Systems, Warehouse Management Systems (WMS) and Inventory Control Systems a big plus. However, not a necessary job requirement.

Contact: Ms. Denise Yeung
Phone # 415-308-91090

Email your resume to deniseyeung@sbcglobal.net