



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Finance and Human Resources Office (FHRO):

Administrative Assistant - Finance (Ref. No.: USJ24FHRO-004)

Responsibilities include, but are not limited to:

1. Interact with the public over the Treasury service counter;
2. Act as USJ Petty Cash custodian to ensure payment for the purchase of daily utilities;
3. Coordinate with internal units for the collection of USJ's residence rental charge;
4. Assist and coordinate fees collections for special occasions;
5. Assist the Accounting Team with tuition fee enquiries;
6. Handle tuition collection procedures;
7. Coordinate the daily operations.

Requirements:

1. Bachelor degree or above;
2. At least 1 year of administrative work experience. Experienced candidates with less qualifications may also be considered;
3. Fluency in both Chinese and English;
4. Good PC knowledge including MS Office applications;
5. Ability to manage multi-tasks and prioritize workload;
6. Excellent presentation and interpersonal skills;
7. Able to work independently;
8. Able to work on flexible schedule;
9. Macao ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.