

**Company Name :**

澳門創新科技中心

Macau New Technologies Incubator Centre

**Position :**

Administrative Officer

**Requirements :**

- Degree Holder is preferable;
- Possess the ability to organize administrative operations;
- Possess the ability to exercise independent judgment;
- Responsible & willing to accept challenges;
- Good command of English, Cantonese and Mandarin.

**Job Responsibilities :**

An ADMINISTRATIVE OFFICER performs a single or multiple tasks to ensure smooth operations of the Centre.

**Application:**

Fringe benefits including pension fund, medical Insurance and training sponsorship will be offered to the right candidate. Interested parties please send your full resume with position applied, position reference no., recent photo and expected salary to: Macau New Technologies Incubator Centre, Av. do Infante D. Henrique, No. 47, Edf. The Macau Square, 7-Andar, Macau, or e-mail to [admin\\_dept@manetic.org](mailto:admin_dept@manetic.org)