



## [Liberty Diamonds & Jewellery Ltd](#)

### About Liberty Jewels:

The history of Liberty Diamonds & Jewellery traces back to 1972 when we began a diamond wholesale business in Hong Kong. Since then we have been the trusted provider of a broad range of quality diamonds and jewellery, not only to our customers from Hong Kong but also our customers throughout Asia and beyond. We have long established and extensive relationships with suppliers all over the world and we are a member of various trade associations - for example, the New York Diamond Dealers Club. We are therefore able to source our diamonds at the most competitive price, and the savings are passed onto our customers. Our sister company, Luxe Finance Limited, provides loans against your precious stones, jewellery, watches, designer handbags, luxury properties and more... In addition, another of our sister company, Luxe Corporation Limited, works closely with interior designers and architects to provide the best solutions for fit out services. Nevertheless, together with Luxe Finance, it allows home improvement loans for renovation and buying new furniture.

### Administrative Secretary / Bookkeeper

|                        |   |
|------------------------|---|
| <b>Job level</b>       | Middle  |
| <b>Work exp</b>        | Minimum 3 Years   |
| <b>Education</b>       | Associate Degree / Higher Diploma or above  |
| <b>Industry</b>        | <a href="#">Retail - Luxury / Jewellery / Watch</a>   |
| <b>Job function</b>    | <a href="#">Accounting</a> > <a href="#">Accounts Clerk / Accounts Assistant Administration</a> > <a href="#">Personal Assistant / Executive Assistant Administration</a> > <a href="#">Secretary</a> |
| <b>Language</b>        | Chinese - Mandarin, English   |
| <b>Location</b>        | Central   |
| <b>Employment type</b> | Permanent   |
| <b>Published On</b>    | 24/09/2018  |

- General accounting knowledge and work assist with external auditors
- Prepare sales report, book-keeping entries and basic administrative work (such as Databases & Filing systems)
- Liaise with (both in verbal and written form) with clients, client suppliers, vendors, and banking officers
- Responsible for writing reports & organising schedules for the company
- Take on tasks allocated by the management

**Job Type: Full-time**

**Required education:**

- Higher Diploma or Associate Degree

**Required experience:**

- Office & Administration: 3 years or Accounting & Bookkeeping: 3 years

**Required language:**

- English & Mandarin

**Location:** Rm1701 Chinachem Tower,34-37 Connaught Road Central, Central, Hong Kong

**Tel:** 2521 2151

**Email:** [info@libertyjewels.com](mailto:info@libertyjewels.com)

**Website:** [www.libertyjewels.com](http://www.libertyjewels.com)



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## Marketing Assistant

|                        |   |
|------------------------|---|
| <b>Job level</b>       | Middle  |
| <b>Work exp</b>        | Minimum 1 Year  |
| <b>Education</b>       | Associate Degree / Higher Diploma or above  |
| <b>Industry</b>        | <a href="#">Retail - Luxury / Jewellery / Watch</a>   |
| <b>Job function</b>    | <a href="#">Administration</a> > <a href="#">Clerical / Admin / Operation</a><br><a href="#">Digital / Web / Mobile</a> > <a href="#">Digital Marketing / Social Media</a><br><a href="#">Marketing / Public Relations</a> > <a href="#">Marketing - Communications</a> |
| <b>Location</b>        | Hong Kong   |
| <b>Employment type</b> | Full Time   |
| <b>Published On</b>    | 24/09/2018  |

- Perform ad hoc duty assigned by director
- Excellent interpersonal and communication skills
- Assist the events, joint promotions and crossover programs with other company
- Manage online shop through different social media platforms
- Proficiency in computer skill, MS Word, Excel, Powerpoint & Photoshop or other related software
- Jewellery experience would be preferable but not a must

**Job Type: Full-time**

Required education:

- Higher Diploma or Associate Degree

Required experience:

- Office & Administration: 1 year
- Accounting & Bookkeeping: 1 year

Required language:

- English & Mandarin