



## 工作良機

### Administrative Assistant

#### Summary

Provides key support for a Vice President, acts as a support to the department and the functional groups in a variety of secretarial tasks and administrative support duties. This position will support the VP based in Atlanta, GA.

#### Tasks & Accountabilities

Administers programs, projects and/or processes specific to the operating unit served. Types letters, memoranda and reports from drafts and proofreads and reviews documents for grammatical and numerical errors. Schedules resources such as people, meetings, appointments, rooms, equipment, or other resources. Prepares high quality presentations, reports, and other documents using word processing, spreadsheet and presentation software packages. Answers telephone calls, takes messages, responds to questions, and directs callers to appropriate parties. Maintains, updates or creates databases and/or database information. Codes, compiles and files correspondences, records, documents and reports according to an established system. Performs administrative functions such as ordering department supplies, coordinating equipment repair, making staff travel arrangements. Takes and prepares notes of meetings, conferences, and similar proceedings. Sorts and distributes mail and packages to appropriate parties. Greets and assists visitors and arrange for escorts, as necessary. Prepares, checks and processes expense reports. Gathers and arranges materials and relevant information for assigned project or person. May operate a telephone switchboard with numerous extensions. May prepare organize and maintain documents and files of a complex or confidential nature.

#### Skills & Qualifications

Must have advanced skills in Microsoft Outlook (email / calendar), Word, Excel, and PowerPoint. Technical certification or Associate degree may be required in some areas. Generally 2-4 years of experience in related area of responsibility. Bi-lingual – English & Chinese Mandarin is a must.

Position Type: Full Time

Must receive all applications by March 31, 2007

Action Required: Please apply on line or send cover letter and resume to:  
Agility Logistics – A new name for Geo-Logistics  
C/O Helen Xu Kwentus

3505 Naturally Fresh BLVD  
Suite #340  
Atlanta, GA 30349

[Hkwentus@geo-logistics.com](mailto:Hkwentus@geo-logistics.com)

### Customer Service Representative – Import Logistics

Agility, a Top ten Freight Forwarder company, is a leader in this growth sector and has opportunities for motivated team players who have the following characteristics: high energy level, ability to learn new ideas quickly, outstanding work ethics, well developed multitasking skills, ability to prioritize tasks, and proven customer service skills. Our culture attracts some of the highest caliber people in the industry. If you think that you would work well in this environment, we look forward to hearing from you.

Furniture Initiative. Retail Sector is dedicated to Furniture business and is based in Atlanta. We are looking for a highly motivated person to fill this full time position in our Ocean Import Department. Our office is growing rapidly and we are looking for a person who enjoys a fast-paced, professional, & dynamic work environment.

Do you want to be challenged ?

Are you ready to be part of a successful team ?

Do you believe in results ?

We are looking for winners !

#### Major Duties and Responsibilities:

- Deliver Exceptional Customer Service
- Maintain current customer base while developing new customers
- Oversee all import transportation operations
- Cross train import staff on all aspects of import transportation
- Problem solving
- Procedure and productivity standards adherence
- Accurate and timely billing
- Accounting
- Vendor relations
- Telephone/e-mail contact with customers, vendors, carriers, and other Agility offices
- Maintain all import reports
- Build rapport with vendors
- Quote rates to customer timely
- Proficiency with Microsoft Office 2003 (Outlook, Word, Excel)

#### Skills & Qualifications

- 1-2 years experience in ocean transportation and knowledge of shipping documentation is required.
- Candidates with expressed drive and diligence, with exceptional attention to detail will be considered.
- Proficiency with Microsoft Office 2003 (Outlook, Word, Excel).
- Bi-Lingual ( English and Mandarin Chinese ) is a must
- Must have good communication skills, both written and verbal.

Must be able to work under pressure

# 招聘退休人員

誠聘退休人員，需有較好的中、英文聽說和讀寫能力。會收發 Email，能使用 Microsoft Word。普通話較好，發音清楚，有一定的漢語拼音基礎。需為人誠實，工作態度好。退休的訪問學者、退休科技工作者和退休英文教師優先。名額有限，招滿為止。恕不接受電話詢問，有意者請將簡歷盡快傳真至：

**Fax : 404-963-0108**

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