



ABC Recycling

Powered by Metal

Guided by Inner Strength, Since 1912

Administrative Assistant

We are looking for a friendly team player to join our Brokerage and Export Department.

You are an organized multi-tasker who thrives on being in a team-oriented, customer-focused environment. The ideal candidate has superb interpersonal and communication skills. You are fluent in English, Cantonese and Mandarin, both spoken and written. You are detail oriented, proficient in Microsoft Office applications and good with numbers.

This is an entry-level position and training will be provided.

If you are interested in learning and growing within an expanding organization please submit your resume.

humanresources@abcrecycling.com