Report Published under Section 48(2) of the Personal Data (Privacy) Ordinance (Cap. 486)

Investigation Report:

Unfair collection of personal data by the use of “blind” recruitment advertisement

Report Number: R14-6242

Date issued: 29 May 2014
Investigation Report: unfair collection of personal data
by the use of “blind” recruitment advertisement

This report in respect of the investigations carried out by the Privacy Commissioner for Personal Data (the “Commissioner”) pursuant to section 38(b) of the Personal Data (Privacy) Ordinance, Cap. 486 is published in the exercise of the power conferred on the Commissioner by Part VII of the Personal Data (Privacy) Ordinance. Section 48(2) of the Personal Data (Privacy) Ordinance provides that “the Commissioner may, after completing an investigation and if he is of the opinion that it is in the public interest to do so, publish a report –

(a) setting out -

(i) the result of the investigation;

(ii) any recommendations arising from the investigation that the Commissioner thinks fit to make relating to the promotion of compliance with the provisions of this Ordinance, in particular the data protection principles, by the class of data users to which the relevant data user belongs; and

(iii) such other comments arising from the investigation as he thinks fit to make; and

(b) in such manner as he thinks fit.”

ALLAN CHIANG
Privacy Commissioner for Personal Data
The Commissioner has served 48 Enforcement Notices on the organisations who have placed “blind” recruitment advertisements on JobMarket, Recruit, JiuJik, Classified Post, JobFinder, JobsDB and Career Times for personal data solicitation. These “blind” recruitment advertisements were in breach of the fairness principle for personal data collection, i.e. Data Protection Principle 1(2) of the Personal Data (Privacy) Ordinance, Cap 486.

What is a “blind” recruitment advertisement?

A “blind” recruitment advertisement is one that does not identify either the employer or the recruitment agency acting on its behalf. The act of placing “blind” recruitment advertisements (“Blind Ads”) that directly solicit personal data from job applicants constitutes unfair collection of personal data which is not permitted under the Personal Data (Privacy) Ordinance (the “Ordinance”).

Relevant provisions of the Ordinance

2. Of relevance to the current investigations is Data Protection Principle (“DPP”) 1(2) in Schedule 1 to the Ordinance and paragraph 2.3.3 of the Code of Practice on Human Resource Management (the “Code”).

DPP1(2) stipulates:

“Personal data shall be collected by means which are (a) lawful; and (b) fair in the circumstances of the case.”

Paragraph 2.3.3 of the Code states:

“An employer who directly, or through its agent, advertises a vacancy that solicits the submission of personal data by job applicants should provide a means for the applicants to identify either the employer or its agent.”
3. The Code is issued pursuant to section 12 of the Ordinance for the purpose of providing practical guidance in respect of the requirements under the Ordinance relating to human resource management. Failure to abide by its mandatory provisions will weigh unfavourably against the data user concerned in any case that comes before the Commissioner. Where any data user fails to observe any of the mandatory provisions of the Code, a court, or the Administrative Appeals Board, is entitled to take that fact into account when deciding whether there has been a contravention of the Ordinance.

4. By virtue of section 38(b) of the Ordinance, the Commissioner shall carry out an investigation into a suspected breach of the Ordinance. After completing the investigation, the Commissioner may, to serve the public interest, publish an investigation report pursuant to section 48(2) of the Ordinance setting out the result of the investigation as well as recommendations and comments arising from the investigation.

**Background to investigation**

5. Over the past five years, this Office received 550 enquiries in relation to Blind Ads. Some of the enquirers were informants who smelled a rat and reported to this Office incidences of Blind Ads. Other enquirers sought assistance from this Office after they received unsolicited direct marketing calls and believed this was a result of their inadvertent disclosure of personal data in response to Blind Ads.

6. Indeed, Blind Ads could be used as an unscrupulous means to solicit personal data for direct marketing or worse still, fraudulent activities, thus causing nuisance or financial loss to the affected persons. An alarming employment related identity theft took place in November 2013 in which swindlers collected personal data of job applicants by a recruitment advertisement and based on the personal data collected prepared fake documents of data such as address, employment and income proof to apply for personal loans from financial institutions.

7. In view of the growing trend of Blind Ads and with the advent of the peak season of summer workers recruitment, the Commissioner considers that it is in the public interest to publish the outcome of a self-initiated compliance survey of and consequent formal investigations against Blind Ads so as to alert job applicants, employers and other stakeholders (including recruitment agencies

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and recruitment media) to the privacy risks associated with Blind Ads, and to
deter possible fraudulent activities that exploit Blind Ads.

**Self-initiated survey**

8. A compliance survey was conducted by this Office on the recruitment
advertisements posted on seven major recruitment media, namely JobMarket,
Recruit, JiuJik, Classified Post, JobFinder, JobsDB and Career Times, during the
period from 15 to 22 March 2014. According to the representations (Annex 1) in
the official websites of these recruitment media, these advertising platforms have
a wide readership and high circulation.

9. 311 Blind Ads were identified in the survey, with a breakdown tabulated
below:

<table>
<thead>
<tr>
<th></th>
<th>Total no. of recruitment advertisements (a)</th>
<th>Total no. of Blind Ads (b)</th>
<th>% of Blind Ads (b)/(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Publication</strong> (Date of publication)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JobMarket (21.3.2014)</td>
<td>405</td>
<td>86</td>
<td>21.2</td>
</tr>
<tr>
<td>Recruit (21.3.2014)</td>
<td>511</td>
<td>66</td>
<td>12.9</td>
</tr>
<tr>
<td>JiuJik (21.3.2014)</td>
<td>252</td>
<td>31</td>
<td>12.3</td>
</tr>
<tr>
<td>Classified Post (22.3.2014)</td>
<td>177</td>
<td>11</td>
<td>6.2</td>
</tr>
<tr>
<td>JobFinder (19.3.2014)</td>
<td>360</td>
<td>3</td>
<td>0.8</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>1,705</td>
<td>197</td>
<td>11.6</td>
</tr>
<tr>
<td><strong>Online</strong> (Date of posting)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JobsDB (21.3.2014)</td>
<td>4,497</td>
<td>89</td>
<td>2.0</td>
</tr>
<tr>
<td>Career Times (21.3.2014)</td>
<td>2,814</td>
<td>25</td>
<td>0.9</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>7,311</td>
<td>114</td>
<td>1.6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9,016</td>
<td>311</td>
<td>3.4</td>
</tr>
</tbody>
</table>
Investigation findings and conclusions

10. In view of the preponderance of Blind Ads, especially in the printed media, the Commissioner decided to initiate investigations in 71 cases under section 38(b) of the Ordinance, representing about a quarter of the Blind Ads uncovered in this compliance survey. The investigation targets were selected on a random basis.

11. Up to 22 May 2014, 48 investigations have been completed. Annex 2 to this report contains the names of the employers who placed / instructed the placing of Blind Ads, copy of their Blind Ads and their explanations, categorised as follows:

   (A) Admission - The employers, while confirming the placing of Blind Ads for recruitment purpose, made no further statement. This category accounts for 18 investigations;

   (B) Ignorance - The employers admitted the placing of Blind Ads for recruitment purpose and attributed the cause of breach to ignorance / negligence / misunderstanding of the legal requirements. This category accounts for 13 investigations;

   (C) Blaming the recruitment media - The employers, apart from admitting the placing of Blind Ads for recruitment purpose, were of the view that the recruitment media should advise/remind them of the impropriety of their advertisements. This category accounts for 10 investigations; and

   (D) Defence - The employers admitted placing of the Blind Ads but did not agree that their recruitment advertisements were in breach of the legal requirements. This category accounts for 7 investigations.

12. DPP1(2) of the Ordinance requires that personal data should be collected by means which are fair in the circumstances of the case. In a recruitment situation, this requirement obliges an employer advertising for a job vacancy and soliciting personal data from the job applicants to provide a means for the applicants to identify either the employer or its agent, as prescribed in paragraph 2.3.3 of the Code.
13. All the Blind Ads in question solicited personal data of the job applicants through response channels like an email address, a fax number or a physical address without revealing the identity of the employer or the recruitment agency acting on behalf of the employer. The advertisers therefore failed to comply with the Code. Without a valid defence, this was tantamount to unfair collection of personal data and was therefore a contravention of DPP1(2).

14. The reasons advanced by Category B advertisers (ignorance, negligence and misunderstanding of the legal requirements) are not valid defences. Blaming the recruitment media by Category C advertisers will not exonerate them from their legal obligations under the Ordinance.

15. For category D advertisers, the defences put forward belong to two broad types. The first type of defence is that the display of the abbreviation of the company name was sufficient to identify the company. For example, Fine Art Packaging Limited (case number 201406242) explained that the recruitment media had mistakenly published the abbreviation of their company name, “Fiart”, as a serial number on the Blind Ads. The Commissioner considers that even if the abbreviation had been correctly published, “Fiart” by itself did not provide sufficient and unambiguous information for the job applicants to identify the employer as Fine Art Packaging Limited. The small font size used in the original artwork for “Fiart” also defeated any purpose of identification.

16. The second type of defence is the argument that there was no intention on the part of the advertiser to solicit personal data. For example, The Natural Tea Company (case number 201406279) stated in their advertisement: “Interested parties pls. e-mail to [an email address] with expected salary”. They argued that “… one is under no obligation to submit any personal data when responding to the advertisement, and can merely request an interview without submitting such”. Taking into account the disparity in bargaining power between the employer and the job-seeker, the Commissioner cannot conceive that the respondent to their advertisement would merely request an interview without submitting his personal data. The advertisement specifically asked interested parties to respond to an email address with expected salary. Although there was no express solicitation of personal data, the advertisement as presented would more than likely lure an ordinary job-seeker to provide his full CV, in an attempt to secure the job.
**Enforcement action against employers**

17. The Commissioner accordingly concluded that the employers in all of the 48 investigations had contravened DPP1(2) of the Ordinance for using the advertisements to solicit job applicants’ personal data. These employers were served the Result of Investigation and Enforcement Notice (“EN”) under sections 47 and 50 of the Ordinance respectively, directing them to:

   (i) delete the personal data collected unless it has to be retained for satisfying other legal requirements, or for a continuing recruitment process in which case the job applicant needs to be informed and given the option to demand deletion of his personal data, regardless; and

   (ii) formulate a policy of placing recruitment advertisement, including the prohibition of “blind” recruitment advertisement for solicitation of job applicants’ personal data.

18. The employers are required to comply with the above direction in stages and in any event not later than two months from the date they were served the EN. Contravention of an EN is an offence under section 50A of the Ordinance and an offender is liable on conviction to a fine at $50,000 and to imprisonment for 2 years and, in the case of a continuing offence, to a daily penalty of $1,000. In the event the offender repeats the DPP contravention intentionally, it commits an offence that attracts the same penalty, without being served an enforcement notice.

**Implications for all stakeholders**

19. Lawfulness and fairness in collection of personal data is a very fundamental data protection principle that all data users must comply with. The Commissioner hopes that the publication of this report, which involves investigations and enforcement action in respect of a total of 48 cases will serve to:

  ➢ highlight the acuteness of the problem of Blind Ads;
  ➢ enhance the sensitivity of job seekers to unfair collection of their personal data;
  ➢ promote employers’ compliance with the Ordinance;
  ➢ encourage the recruitment media to serve as a gatekeeper in preventing...
unfair collection of personal data through Blind Ads; and
➢ deter swindlers from soliciting personal data for non-employment related purposes by exploiting Blind Ads.

Advice to employers

20. A job advertisement placed by an organization serves to attract suitable candidates to fill the vacancy as well as to project its corporate image. A Blind Ads in this regard is counter-productive as it demonstrates the company’s ignorance of the law and a disrespect for privacy and data protection. Employers should therefore refrain from placing Blind Ads unless there are overriding reasons.

21. The Commissioner appreciates that there are circumstances where there is a genuine need for the employer to conceal its identity when advertising for a job vacancy. For example, where the employer wishes to look for new staff from outside the organization to replace a serving staff, a Blind Ad would help to avoid causing embarrassment to the staff affected. Also, a company may need to prevent premature disclosure of some “inside information” associated with the job vacancy, in compliance with the Securities and Futures Ordinance.

22. In these circumstances, a Blind Ad may be placed without contravening the Ordinance if it is used to solicit job applicants’ enquiries rather than personal data. The employer may provide job applicants, upon request, with an application form that bears the employer’s identity. Alternatively, the employer may use a recruitment agency identified in the advertisement to receive the personal data solicited from applicants.
23. The following example illustrates how this could be done:

Original version of the Blind Ad

(a) Option 1 – Provide a channel for data subjects to ascertain the identity of the employer prior to submission of their personal data for job application.
(b) Option 2 – Provide the name of the appointed recruitment agency in the recruitment advertisement and designate the agency to solicit personal data of job applicants.

Advice to job applicants

24. Job applicants are advised to beware of anonymous job advertisers. They should avoid providing personal data to them without first ascertaining their identities.

25. Job seekers who do not know the advertiser to whom their personal data is submitted would be handicapped in exercising their rights of data access and correction. Worse still, they may fall prey to swindlers who deliberately solicit personal data for non-employment related purposes by exploiting Blind Ads, and suffer from nuisance and other harm.

Advice to recruitment media

26. As revealed in many of the statements made by the employers to the Commissioner, they have a high expectation for the recruitment media to remind them of the impropriety of Blind Ads. The following quotes are examples.

"believe that the recruitment media would advise [the employer] to make corrections applicable to the current laws."

"recruitment advertisement has been published for recruitment purpose for years, [the employer] [has] not been told or reminded by any
that the contents of the Advertisement was not appropriate, it made [the employer] believed that the Advertisement had no problem at all.”

"we understand that many of the employers may not notice about the [Ordinance]. So we hope [recruitment media] should remind the employers when the advertisement was posted.”

"the recruitment media, who should be well versed with what constitutes a breach of privacy in the advertisement and provide professional advice to advertisers to avoid contravention of the Ordinance and harming their reputation, had not fulfilled their responsibility."

"at any given time, if we were informed the advertisement is at fault, we would have complied willing to amend all necessary wording and to provide the correct information in accordance with the law.”

“our only purpose was to get the correct resumes for the position ... [recruitment media] did not inform us that our advertisement was incorrect and if they had given us some indication we would have immediately changed the wordings.”

27. Enquiries reveal that at present, the recruitment media’s efforts in identifying the advertisers vary:

- **JiuJik, JobMarket and Classified Post** only require the advertisers to provide their company names and contact phone numbers;
- **Recruit, JobsDB and Career Times** additionally require a copy of the advertiser’s business registration certificate; and
- **JobFinder** requires advertisers to provide their company names, contact phone numbers and their business registration numbers.

28. Recruitment media are not data users and hence the Commissioner has no jurisdiction to impose any requirement on them in managing the privacy issue of Blind Ads. However, they are in the best position to act as a gatekeeper to prevent unfair collection of personal data through Blind Ads. The Commissioner therefore urges them to:

- consider whether they will step up their efforts in identifying the advertisers;
- screen the advertisements received to identify Blind Ads soliciting job
applicants’ personal data;

> return non-compliant advertisement to the advertiser for rectification; and
> consider refusal of Blind Ads soliciting job applicants’ personal data.

29. The Commissioner hopes that the recruitment media will heed his advice and take pride in building a privacy-assuring platform for the advertisers to place job advertisements and for the job-seekers to make responses.

**Other Comments**

30. The Commissioner started off with investigations against organisations responsible for placing 71 Blind Ads. This report covers 48 cases for which investigations have been completed, with ENs served in all cases for unfair collection of personal data and contravention of DPP1(2) of the Ordinance. There was no prima facie evidence in these completed cases which pointed to misuse of the personal data.

31. Investigations in respect of the remaining 23 cases are continuing at the time of publication of this report. Further report on these outstanding investigation cases may be promulgated in future as appropriate and after the investigations have been completed.
Recruitment media surveyed in the investigation

The following readership information was found on the official websites of respective recruitment media:

1. *JiuJik* delivers 210,000 print copies weekly along and nearby MTR stations through convenience stores and at key high pedestrian traffic locations.

2. *JobMarket* enjoys sole distribution at 4 main routes of MTR stations. Its free distribution also reaches out to educational institutions. Its online community currently has 300,000 active members.

3. *Recruit* is distributed at MTR exits and high-traffic commercial areas and educational institutions. More than 120 million copies of it have been distributed to job seekers to date. It has over 300,000 registered members currently.

4. *Classified Post* is bundled with the South China Morning Post for sale. It has circulated 107,426 print copies and has over 312,000 registered online members as of the second half year of 2012.

5. *JobFinder* is bundled with Face Magazine but can be sold alone. Its current weekly circulation reaches 140,000.

6. *JobsDB* has built databases in Asia Pacific with over 14.6 million job seeker members and over 220,000 corporate clients. The monthly page views of HK portal reach 5,800,000 in 2014.

7. *Careers Times* has more than 600,000 online members and 980,000 daily views in 2014.
<table>
<thead>
<tr>
<th>Case No.</th>
<th>Employer</th>
<th>Advertisement</th>
<th>Category of response *</th>
</tr>
</thead>
<tbody>
<tr>
<td>201406242</td>
<td>Fine Art Packaging Ltd</td>
<td><img src="image1.png" alt="Advertisement Image" /></td>
<td>D</td>
</tr>
<tr>
<td>201406245</td>
<td>Inform Advertising</td>
<td><img src="image2.png" alt="Advertisement Image" /></td>
<td>A</td>
</tr>
</tbody>
</table>

* Description of categories in paragraph 11 of the investigation report. A - Admission; B - Ignorance; C - Blaming the recruitment media; and D - Defence
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</thead>
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<tr>
<td>201406246</td>
<td>Childford Industries Co Ltd</td>
<td><em>An advertisement for a job position with responsibilities and requirements.</em></td>
<td>B</td>
</tr>
<tr>
<td>201406248</td>
<td>Aquila (HK) Co Ltd</td>
<td><em>An advertisement for various job positions with responsibilities and requirements.</em></td>
<td>A</td>
</tr>
</tbody>
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</table>
| 201406249   | Noble Ocean Intl Ltd         | ![Image](image1) - F.5 or above  
- 1 year shipping experience on sea forwarder/logistics field  
- Good Mandarin & English  
- Hardworking, responsible & self-initiative  
- Sai Ying Pun, 5.5 days work, Bank holiday, Medical, MPF  
Interested parties, please send your updated resume to [email protected] | C                      |
| 201406250   | Hua Wei Hong Kong Ltd        | ![Image](image2) Leading DVD consumables trader at Kwun Tong urgently requires:  
**ASSISTANT PURCHASER**  
Responsibilities:  
1. Overall purchasing activities including purchase, order processing, follow up and sampling  
2. Handle data entry and document filing  
3. Logistic experience is an advantage  
4. Immediate available is preferred  
Requirement:  
1. Minimum 2 years relevant working experience  
2. Proficient in PC application such as Excel, Word, and Chinese Word Processing  
Interested parties, please email your detailed CV with expected salary to [email protected] or by Fax: | A                      |

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</thead>
<tbody>
<tr>
<td>201406251</td>
<td>Jinyuan Int. Petrochemical Limited</td>
<td>Accounts Clerk Responsible for general and daily accounting duties including account payables and account receivables F.5 with LCC intermediate or above At least 2 years relevant experience Chinese and English PC knowledge is required Good written &amp; spoken in English, Mandarin Immediately available is preferred. Interested parties please send full resume with expected salary to [redacted] at e-mail: [redacted]</td>
<td>A</td>
</tr>
<tr>
<td>201406252</td>
<td>Apexi Industrial Manufacturing Ltd</td>
<td>Sales Executive F.5 or above Relevant experience in Electronics and Industrial field Fluent in English, Cantonese &amp; Mandarin Self motivated, independent, hardworking &amp; sales oriented 5 working days Salary + Commission Interested parties please resume with expected salary by fax: [redacted] or by email: [redacted]</td>
<td>C</td>
</tr>
</tbody>
</table>

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<th>Category of response *</th>
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<tr>
<td>201406253</td>
<td>Katech Limited</td>
<td><img src="image" alt="Purchasing Officer - Electronics" /></td>
<td>B</td>
</tr>
<tr>
<td>201406254</td>
<td>Tai Tau Tsai Engineering Ltd</td>
<td><img src="image" alt="工程公司招請工程文員一名" /></td>
<td>C</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>201406255</td>
<td>JR Art Education Centre</td>
<td>全職幼兒畫班助理／助教／初級導師全職童畫文員&lt;br&gt;職責：於畫班協助教授幼兒畫及手工藝，處理幼兒日常文書及接待工作，教授教材。&lt;br&gt;病歷：中專，中文及英文書寫及會話，會用基本電腦.&lt;br&gt;要求：實習生或具相關經驗者優先考覈.&lt;br&gt;薪資：視乎經驗及資歷而定&lt;br&gt;工作地點：沙田馬鞍山市中心（近馬鞍山廣場）&lt;br&gt;全職工作時限：星期一至六，星期日及休&lt;br&gt;員工福利：公眾假期、有薪假期&lt;br&gt;申請者需詳述履歷.&lt;br&gt;面試時需提供個人的作品及半身近照一張.&lt;br&gt;（申請者之個人資料只作招聘推薦用途及不公開刊登在全職鈴聲）</td>
</tr>
<tr>
<td>201406257</td>
<td>Quantum Lighting Products Ltd</td>
<td><strong>Marketing Executive</strong>&lt;br&gt;A lighting firm in San Po King is looking for a high caliber candidate to fill the following position.&lt;br&gt;&lt;br&gt;<strong>Job Duties:</strong>&lt;br&gt;- Assist and directly report to the Marketing Manager;&lt;br&gt;- Handle customer inquiries, market &amp; product research;&lt;br&gt;- Prepare, translate and produce marketing &amp; presentation materials;&lt;br&gt;- Coordinate &amp; participate in local &amp; overseas trade fairs &amp; exhibitions;&lt;br&gt;- Co-operate with different internal departments &amp; advertising agencies;&lt;br&gt;&lt;br&gt;<strong>Requirement:</strong>&lt;br&gt;- Degree holder in business, sales and marketing disciplines with at least 1yr experience;&lt;br&gt;- Excellent commands of spoken and written English, Chinese and Putonghua;&lt;br&gt;- Good command of communication, presentation and problem solving skills;&lt;br&gt;- Proficiency in MS Word, Excel, PowerPoint &amp; Chinese word processing;&lt;br&gt;- Attentive to details, independent and responsible;&lt;br&gt;- Occasional travel to mainland china and overseas is required;&lt;br&gt;- Immediate availability is preferable;&lt;br&gt;- Fresh graduate will also be considered.&lt;br&gt;&lt;br&gt;We offer competitive remuneration package to the right candidate. Interested parties, please apply with full resume with expected salary and availability by email: <a href="mailto:R100245">R100245</a></td>
</tr>
</tbody>
</table>

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<tr>
<td>201406260</td>
<td>Incomex Limited</td>
<td><img src="image" alt="Incomex Advertisement" /></td>
<td>D</td>
</tr>
<tr>
<td>201406261</td>
<td>Alico Management Ltd</td>
<td><img src="image" alt="Alico Advertisement" /></td>
<td>D</td>
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| 201406262 | Galey Industrial Co Ltd     | A well-established toys company in Tsimshatsui East invites applicants for the below post. Applicants should have the following requirements. **Product Designer (Toys)**
- Diploma holder in product design
- 1-3 years of relevant experience in toys industry
- Solid knowledge in Autocad, Photoshop and Adobe Illustrator
- With good and quick freehand sketching skills

Interested parties, please send full resume with expected salary to e-mail: [Redacted]                                      | C                    |
| 201406263 | Wing Tat Industrial Co Ltd  | **Accounts Clerk**
- LCC Inter or above
- Good spoken / written English, Cantonese
- Good command in Eng/Chi typing, MS office
- Responsible, honest, self-motivated
- Advantage living in Shatin

**General Clerk**
- Purchasing Experience advantage
- Good spoken / written English, Cantonese
- Good command in Eng/Chi typing, MS office
- Responsible, honest, self-motivated
- Advantage living in Shatin

Interested parties please send resume and expected salary by email to [Redacted] for interview. **(Personal data collected will be used for recruitment purpose only)**         | A                    |

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<td>201406264</td>
<td>Successful Travel Company Limited</td>
<td><strong>Junior Accounts Clerk</strong>&lt;br&gt;&lt;br&gt;<strong>Job Description</strong>: Handle bookkeeping jobs&lt;br&gt;<strong>Requirements</strong>:&lt;br&gt;- Form 5 or above&lt;br&gt;- LCCI intermediate level or above&lt;br&gt;- Hard working&lt;br&gt;&lt;br&gt;<strong>Industry</strong>: Travel Agency <strong>Location</strong>: Lai Chi Kok&lt;br&gt;&lt;br&gt;<strong>Apply Method</strong>: Please send full resume to Email:</td>
<td>B</td>
</tr>
<tr>
<td>201406265</td>
<td>Chit Shing PVC Products Mfy Ltd</td>
<td><strong>Accounts Clerk</strong>&lt;br&gt;&lt;br&gt;<strong>Job Description</strong>:&lt;br&gt;- Daily account operation&lt;br&gt;- Responsible for handling full set of accounts and preparation of accounting reports&lt;br&gt;&lt;br&gt;<strong>Requirement</strong>:&lt;br&gt;- Form 5 with LCCI Intermediate and minimum 3 years' relevant working experience&lt;br&gt;- Able to handle full set of books&lt;br&gt;- Good PC knowledge &amp; Chinese Word processing&lt;br&gt;- Good command of English &amp; Chinese (Mandarin an Advantage)&lt;br&gt;- Self-motivated, responsible, independent and hardworking&lt;br&gt;&lt;br&gt;<strong>Please send your full CV with current &amp; expected salary to</strong></td>
<td>A</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Case No.</th>
<th>Employer</th>
<th>Advertisement</th>
<th>Category of response</th>
</tr>
</thead>
</table>
| 201406266 | Smart Vision (Group) Ltd        | ![Image](image1.png) **Assistant Merchandiser** Requirements  
- Handle Purchase Order follow-up and assist in analyzing sales performance  
- Monitor the delivery schedule and coordinate with product development team and suppliers to meet the retailer's requirements  
- Assist in sample handling, order and lab. testing and liaison with US clients as required  
- F.S or above with minimum 3 years solid working experience in toys industry  
- Experience in major U.S. retail chain stores is preferred  
- Strong customer service, negotiation skill and good interpersonal skills  
- Sound knowledge in U.S. & European product safety standards  
- Well-organized, detail-oriented and self-motivated  
- Able to work independent and under pressure  
- Good command in spoken & written English, Chinese and Mandarin  
We offer attractive remuneration package and benefits, including bank holidays, medical scheme and discretionary Bonus. Interested parties please email resume and salary expected to [email](email) | C        |
| 201406267 | Sweet N Fun Ltd                 | ![Image](image2.png)  
**文員**  
- 懂中、英打字  
- 懂 Photoshop 優先  
- 薪金 8,000元另加獎金及例假  
- 約五天半工作 (由 9:30 - 18:00)  
有意者請將履歷電郵至[電郵] | D        |

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</tr>
</thead>
<tbody>
<tr>
<td>201406268</td>
<td>Tony Labels Ltd</td>
<td><strong>Merchandiser</strong>&lt;br&gt;- Bachelor or equivalent qualifications with 3 years of working exp.&lt;br&gt;- Independently responsible for processing customer enquiries, preparing samples and order;&lt;br&gt;- Fluency in Mandarin; Good command in spoken and written English&lt;br&gt;- Strong negotiation and communication skills&lt;br&gt;&lt;br&gt;<strong>Assistant Merchandiser</strong>&lt;br&gt;- F.5 or above with 1 year of working exp. in garment or related field;&lt;br&gt;- Independently responsible for processing customer enquiries, preparing samples and order;&lt;br&gt;- Fluency in Mandarin; Good command in spoken and written English&lt;br&gt;&lt;br&gt;<strong>Stock Keeper</strong>&lt;br&gt;- F.5 or above with 1 year related working exp.&lt;br&gt;- Responsible for warehouse daily work, assist in stock packing &amp; delivery, stock check &amp; inventory check.&lt;br&gt;- <strong>5 1/2 days (Alternative Saturday) work</strong>&lt;br&gt;- <strong>Immediate available preferred</strong>&lt;br&gt;Interested parties please send full resume and expected salary by E-mail: [Redacted]&lt;br&gt;(Data collected will be used for recruitment purpose only) R100295</td>
<td>A</td>
</tr>
<tr>
<td>201406269</td>
<td>Paint N Play</td>
<td><strong>工作範圍</strong>&lt;br&gt;- 負責教導2-12歲兒童繪畫藝術，包括粉彩、水彩、塑膠彩、黏土等&lt;br&gt;- 協助編制教學課程及預備教材&lt;br&gt;- 一般文書工作&lt;br&gt;&lt;br&gt;<strong>全職/兼職 兒童繪畫導師</strong>&lt;br&gt;- 具美術或設計文憑或以上程度&lt;br&gt;- 1-2年教授幼兒繪畫經驗，有教授幼稚園經驗者優先&lt;br&gt;- 有耐心、耐性及喜歡小朋友&lt;br&gt;- 善與別人溝通，有創意及主動&lt;br&gt;- 流利粵語及英語，懂普通話為佳&lt;br&gt;- 銷售簡単工作，申請人需對兒童心理學有基本認識&lt;br&gt;- 須於周末工作，薪金面議&lt;br&gt;- 申請人提供的資料均會保密&lt;br&gt;- 全職兼職工作，工作地點：全職工作&lt;br&gt;- 全職工作，每月工時：20小时&lt;br&gt;- 兼職工作，工時：8小时&lt;br&gt;- 申請人需年滿18歲，有良好的學歷及從業經驗者&lt;br&gt;- 有小孩者優先&lt;br&gt;- 薪金面議&lt;br&gt;- 工作地點：將軍澳&lt;br&gt;- 公司名稱：彩繪堂&lt;br&gt;- 公司電話：[Redacted]&lt;br&gt;- 申請人需年滿18歲，有良好的學歷及從業經驗者&lt;br&gt;- 有小孩者優先&lt;br&gt;- 薪金面議&lt;br&gt;- R100385</td>
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<tbody>
<tr>
<td>201406270</td>
<td>K&amp;M Management Limited</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>201406274</td>
<td>Hong Kong Professional Teachers' Union</td>
<td></td>
<td>B</td>
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<tbody>
<tr>
<td>201406276</td>
<td>Wing Hing Chemical Co. Ltd.</td>
<td><img src="image" alt="Sales Coordinator advertisement" /></td>
<td>B</td>
</tr>
<tr>
<td>201406277</td>
<td>John Kaiser-Time Limited</td>
<td><img src="image" alt="Logistics Clerk advertisement" /></td>
<td>A</td>
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<tbody>
<tr>
<td>201406278</td>
<td>Handkerchief Production Limited</td>
<td><strong>Shop Manager / Supervisor</strong>&lt;br&gt;&lt;br&gt;<strong>REQUIREMENTS</strong>&lt;br&gt;- Form 5 or above with 5 years relevant experience in retail operation in which 2 years' experience in managing a shop in Luxury / High-end fashion brands&lt;br&gt;- Marketing and design background preferable&lt;br&gt;- Design or marketing graduate, or diploma will be considered as Shop Manager&lt;br&gt;- Self-confident, responsible, hardworking, proactive &amp; pleasant personality&lt;br&gt;- Able to build trust with customers, proactive, friendly with excellent customer serving skills and sales analysis knowledge&lt;br&gt;- Good communication, leadership and people management skills&lt;br&gt;- Good command of Cantonese, English &amp; Mandarin&lt;br&gt;&lt;br&gt;Shop Location: [redacted]&lt;br&gt;Interested parties please send your full resume with expected salary to [redacted]&lt;br&gt;Only suitable candidates will be notified for interview.&lt;br&gt;(Data collected will be used for recruitment purpose only.)</td>
<td>A</td>
</tr>
<tr>
<td>201406279</td>
<td>The Natural Tea Co. (HK) Ltd</td>
<td><strong>Graphic Designer / Marketing Officer</strong>&lt;br&gt;- 2-3 years relevant experience, lesser experience will also be considered.&lt;br&gt;- Hands on experience in Photoshop, Adobe &amp; other graphic skills.&lt;br&gt;- Creative, Independent, Self-motivated &amp; Hardworking.&lt;br&gt;- Responsible for promotion activities &amp; product design.&lt;br&gt;- Willing to work overtime if required.&lt;br&gt;- Some outdoor work required.&lt;br&gt;- Proficiency in English &amp; Mandarin required.&lt;br&gt;&lt;br&gt;Interested parties pls. e-mail to [redacted] with expected salary.</td>
<td>D</td>
</tr>
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<tr>
<td>201406280</td>
<td>Freight Management Co. Ltd</td>
<td><img src="image1.png" alt="Freight Management Co. Ltd advertisement" /></td>
<td>B</td>
</tr>
<tr>
<td>201406282</td>
<td>Mok Siu Kee Limited</td>
<td><img src="image2.png" alt="Mok Siu Kee Limited advertisement" /></td>
<td>A</td>
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<tbody>
<tr>
<td>201406285</td>
<td>Kornhill Education Limited</td>
<td><img src="image" alt="Native English Speaking Qualified Teacher for Kindergarten" /></td>
<td>C</td>
</tr>
<tr>
<td>201406286</td>
<td>Global Education Centre</td>
<td><img src="image" alt="Native English Teacher" /></td>
<td>B</td>
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</table>
| 201406288  | FT Laboratories Limited   | A leading HOKLAS accredited Construction Laboratory in Hong Kong is now looking for high calibre candidates to fill up the position of: Technical Manager / Assistant Laboratory Manager  
> Structural Testing and Inspection Laboratory Operation and Management  
> Interpretation of Test Result  
> Review and approval Technical & Operational Procedures  
> Member of HKIE in Civil / Structural / Material Discipline  
> 3 yrs experience in Related Testing and Inspection Area  
Interested parties, please write to the [redacted] or email to [redacted]  
Personal data will be used for recruitment purpose only                                                                                                                     | A                   |
| 201406289  | Hong Kong Football Club   | We are one of the premier private clubs in the Asia and are looking to recruit a high calibre individuals for the following positions in Hong Kong: Executive Chef  
Job Requirements:  
* An outstanding individual with minimum 5 years experience in a similar club or hotel environment who is able to work in a demanding environment  
* Must have a Catering Diploma from a recognised Hospitality institute  
* Experience in all aspects of Kitchen Management including menu planning  
* Should be a dedicated team leader  
* Must be passionate about producing quality food  
* Will have a hands-on approach to running the Kitchen  
* Must be a good communicator with Staff  
Restaurant & Bar Manager  
Job Requirements:  
* An outstanding individual with minimum 5 years experience in a high volume under multi-cuisine food and beverage operation  
* Ability to work in a fast-paced work environment  
* Attention to detail with emphasis on accuracy, quality and maintenance of service and hygiene standards  
* Excellent supervisory, communication and Customer Service skills  
* English and Cantonese speaking is a must  
We offer an attractive remuneration and benefits package to the right candidates. For any enquiries, please send email to [redacted]  
If you are not invited for the interview within 6 weeks, please consider your application unsuccessful. All information on unsuccessful candidates will be erased from our files within 6 months. | D                   |

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<tbody>
<tr>
<td>201406290</td>
<td>Evergreen International Holdings Ltd</td>
<td><img src="image1.png" alt="Image" /> A new established (HLL) of a listed company would like to invite high caliber professionals of the following positions:</td>
<td>B</td>
</tr>
<tr>
<td>201406292</td>
<td>Sinocom Trading Ltd</td>
<td><img src="image2.png" alt="Image" /> Merchandiser • Men's woven shirts who has capability to handle Middle East Chain Stores &amp; South America Market; • Need full knowledge how to work with Chain stores; • 5 years experiences; • Must have knowledge of woven fabrics &amp; supplier base.</td>
<td>C</td>
</tr>
</tbody>
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<tr>
<td>201406293</td>
<td>Lung Hing Pyrotechnics Co Ltd</td>
<td><img src="image1.jpg" alt="Advertisement Image" /></td>
<td>C</td>
</tr>
<tr>
<td>201406297</td>
<td>Collyer Logistics South China Ltd</td>
<td><img src="image2.jpg" alt="Advertisement Image" /></td>
<td>A</td>
</tr>
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</table>
| 201406298 | Pinefield Industries Ltd  | Major wooden furniture and home decor company seeks:  
MARKETING MANAGER OR DIRECTOR for OEM export to USA  

- Degree graduate  
- At least 10 years OEM marketing experience in US or Europe retailers  
- Strong product development and design ability (experience in wooden furniture, frames, mirrors, storage, sunglasses, gifts, art pieces, etc. are helpful)  
- Good command of spoken Putonghua and Mandarin, Excellent command of English  
- Ability to handle and develop customers independently and drive market research, product development, product design, selling, order follow up, whilst developing new customer relationships  

Please e-mail to [email protected] with salary expectation to obtain an application. | D |
| 201406299 | Apex Winner Ltd           | We are a listed company in Hong Kong. To cope with our business expansion, we invite candidates to join our company.  

Assistant Accountant  

Responsibilities:  
- Reviewing bank and cash balances, accounts voucher and ledger of FRC subsidiaries;  
- Monitoring daily accounting systems and internal control procedures for FRC subsidiaries;  
- Providing information and support on budget and forecast;  
- Assisting in all tax duties  

Requirements:  
- Degree holder in Accounting;  
- Information on Oracle system is a definite advantage;  
- Minimum 5 years working experience in commercial sector or accounting firm;  
- Responsible, self-motivated and able to work independently;  
- Fluent in Mandarin, and good communication skills in written Chinese;  
- With FRC and manufacturing experience will be highly preferred  
- Travel to office in FRC is required  

We offer competitive remuneration package including alternate Saturday, medical insurance, double pay and discretionary bonus to the right candidate. Interested parties please send e-mail to [email protected] for application. | B |

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</thead>
<tbody>
<tr>
<td>201406301</td>
<td>Collyer Logistics South China Limited</td>
<td>An international logistics company in Kowloon is looking for:</td>
<td>A</td>
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<td></td>
<td></td>
<td>Operations Manager</td>
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<td></td>
<td></td>
<td>* Managing daily operations &amp; documentation for shipments from HK to China and overseas with shipping lines/ customers/ overseas agents and China Office.</td>
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<td></td>
<td></td>
<td>* Assist to allocate company resource and human resource to support daily operation &amp; company growth.</td>
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<td>* Good relationship with the carriers for Europe and FSP trades.</td>
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<td></td>
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<td><strong>Benefits:</strong></td>
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<tr>
<td></td>
<td></td>
<td>* 13th month salary</td>
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<tr>
<td></td>
<td></td>
<td>* Performance bonus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Medical &amp; Dental Insurance</td>
<td></td>
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<td></td>
<td></td>
<td>To apply, please send expected salary to [<em><strong>@</strong></em>.<em><strong>.</strong></em>] and copy to [<em><strong>@</strong></em>.<em><strong>.</strong></em>].</td>
<td></td>
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<tr>
<td>201406302</td>
<td>Yanchang Petroleum International Limited</td>
<td>Human Resources &amp; Administration Officer</td>
<td>jobsDB Hong Kong</td>
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<tr>
<td></td>
<td></td>
<td>We are the Hong Kong Office of a well-established PRC listed company located in Admiralty with view at amount 25 staff. To cope with our business expansion, we are sourcing for high caliber applicants for the following positions:</td>
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<td><strong>Human Resources &amp; Administration Officer</strong></td>
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<td></td>
<td></td>
<td><strong>Job Duties:</strong></td>
<td></td>
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<td></td>
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<td>* Handle full spectrum of human resources functions and duties including payroll, staff recruitment &amp; evaluation, compensation &amp; benefits, insurance and employees' relations and activities.</td>
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<td></td>
<td></td>
<td>* Initiate, formulate and implement human resources, compensation and benefits strategies, policies and procedures to meet the Company's business objectives.</td>
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<td></td>
<td></td>
<td>* Administer and enforce local and international policies and procedures.</td>
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<td>* Prepare and update employee file as required by local and international policies and procedures.</td>
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<tr>
<td></td>
<td></td>
<td>* Prepare and update employee file as required by local and international policies and procedures.</td>
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<td>* Provide general office administration duties and provide other ad hoc administrative support as necessary.</td>
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<td>* Provide supervision and coaching to the exempted in performing their daily job duties.</td>
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<td><strong>Requirements:</strong></td>
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<td></td>
<td></td>
<td>* Degree holder in Human Resources Management or related discipline.</td>
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<td>* 5 years relevant working experience.</td>
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<td>* Familiar with the Hong Kong Employment Ordinances.</td>
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<td>* Excellent command of Mandarin, Cantonese and English.</td>
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<td>* Proficiency in MS Word, Excel, PowerPoint and Chinese Word Processing.</td>
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<td>* Excellent communication and interpersonal skills with parties internally and externally.</td>
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<td>* Well-organized, detail-oriented and able to work independently.</td>
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<td>* Self-motivated, a good team player, strong sense of responsibility and good communicative skill.</td>
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<td>* Immediate availability is preferred.</td>
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<td>Email</td>
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<td>[<em><strong>@</strong></em>.<em><strong>.</strong></em>]</td>
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</table>
| 201406303| Impro International Limited | We are a leading manufacturer of hi-end finished turned and precision machined products. Our products are widely distributed to global leaders in automotive, marine, heavy-duty and high horsepower engine, aerospace, marine, heavy duty and high horsepower engine industries. We are looking for a Sales Administrator to join the following position:  
Sales Administrator (Ref: HK-SA012014)  
Responsible for:  
- To provide administrative support to sales team  
- To prepare quotations, keep track of project status and logistics arrangement  
- To compile data analysis and report for management review  
- To maintain database and document control  
- To work closely with China team and overseas office  
Requirements:  
- Diploma holder in Business Administration or related discipline  
- Minimum 5 years relevant working experience  
- Excellent communication and interpersonal skills  
- Previous experience in trading, manufacturing and international working environment  
- Highly proficient in MS Office  
- Good command of spoken English and Mandarin, a good listener and facilitator internally and externally  
- Knowledge of SAP would be an advantage  
- Self-motivated and responsible  
- Good team player with positive attitude  
We offer attractive remuneration package to the right candidates. Interested parties please send your full resume, stating job reference number, present and expected salary and availability by email.  
All information received will be treated in strict confidence and only for recruitment purpose. | A |
| 201406307| Hing Man (Lee's) Ltd         | An expanding Largest Wire & Accessories manufacturing Company invites application of following post:  
Sales Dept – Sales Executive  
Job Ref.: CT3065496-010007  
- F.7 or above  
- Good communication & presentation skill  
- Fluent in spoken & written English & Mandarin  
- Required 3 days per week in Zhao Qing  
- Immediate Available (MUST)  
- Work location Tai Wan / Zhao Qing  
3.5 days, Public holiday, MPP, Medical, Year-end double pay, Bonus. Commission  
Please send your resume by email to [redacted] for interview. | C |

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| 201406308 | BY Y.B. Studio Asia Limited   | A concept store located at ACCC under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as: Product Development Designer  
Job Ref.: CT0398110B-01H3003  
- Diploma holder in Fashion / Product Design or related disciplines  
- Strong on colour sense, new material, technique, graphic and accessories  
- Sensible on market trends & Strong fashion sense with creative mind and open for all the possibilities.  
- Strong management and communication skills  
- Proficient in Macintosh, Illustrator and Photoshop  

Competitive remuneration package will be offered to right candidate Full Time or Part Time or Freelance require. If you are interested, please send full resume with expected salary to [email protected] for interview. | B                    |
| 201406309 | BY Y.B. Studio Asia Limited   | A concept store located at ACCC under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as: Assistant Project Coordinator  
Job Ref.: CT0398910B-31H3003  
- Provide administrative and logistic support to the development team while participating in all development activities including donor and public relations events, exhibitions, and others.  
- Provide support services for the solicitation of donations, including effective, timely handling and donation processing  
- Continuously update and correct database records  
- Coordinate and coordinate the production and distribution of all fundraising, promotion and communication materials, including quarterly, bi-monthly, membership, promotion mails and etc.  
- Maintain and update website, Facebook and other internet resources  
- Assist in the handling of media and public relation materials  
- Keep proper records and generate reports  
- Perform other duties as assigned by the head of the team from time to time.  

Requirements  
- F.S. or above with 2-years relevant working experience, NGO experience preferred  
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access), Photoshop & Dreamweaver (i.e. Word skills, database knowledge and skills on different Internet resources (website, Facebook and Emarketing etc.) are essential.  
- Strong verbal and written communication skills  
- Must work well with others and work independently with little supervision  
- Self-motivated, self-organized, hardworking and meticulous  
- Strong initiative, mature, committed to work and have a strong sense of responsibility  
- Commitment to the success of the organization  
- 5 and a half working days including: Sat & public holidays  
- Immediately available is preferred.  

Competitive remuneration package will be offered to right candidate Full Time or Part Time or Freelance require. If you are interested, please send full resume with expected salary to [email protected] for interview. | B                    |

* Description of categories in paragraph 11 of the investigation report. A - Admission; B - Ignorance; C - Blaming the recruitment media; and D - Defence
<table>
<thead>
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<th>Case No.</th>
<th>Employer</th>
<th>Advertisement</th>
<th>Category of response *</th>
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| 201406310 | BY Y.B. Studio Asia Limited | A concept store locate at JCCAC under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:  

**Shop Keeper or Shop Associate**  
Job Ref.: CT0066108-0160001  
Requirements:  
- F or 3 with 3 years retail working experience  
- Self-initiative with pleasant personality, hardworking and good communication skills  
- Willing to learn, mature and responsible  
- Good command of spoken English, Chinese and Mandarin  
- Experience with Retail Pro would be an advantage  

**Working Schedule:**  
- 4 - 5 working hours per day  
- Shifts on Saturday, Sunday and Public Holidays  

Competitive remuneration package will be offered to right candidates. If you are interested in a long term and stable employment, please send full resume with expected salary to [REDACTED] directly for interview. | B |
| 201406311 | BY Y.B. Studio Asia Limited | An international Fashion Trading Firm under western management, to cope with our continuous growth, we are looking for energetic candidates to join us as:  

**Fashion Assistant Merchiser**  
Job Ref.: CT0066108-0160004  
Requirements:  
- Form 5 or above (T.I. University, Polytechnic Graduate preferable)  
- 2 years working experience in garment field  
- Good PC knowledge  
- Good command of spoken and written English & Mandarin  
- Willing to travel to China  

Competitive remuneration package will be offered to right candidate. Full Time or Part Time or Freelance require. If you are interested in a long term and stable employment, please send full resume with expected salary to [REDACTED] attention [REDACTED] for interview. | B |

* Description of categories in paragraph 11 of the investigation report. A - Admission; B - Ignorance; C - Blaming the recruitment media; and D - Defence