**JOB DESCRIPTION**

**JOB TITLE:**  
Ads Operations Associates (Traditional Chinese)

**LEVEL:**  
Level 12

**BUSINESS UNIT/DEAL:**  
Project Wolverine

**Reporting Structure**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Direct Reports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Lead</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**OVERALL PURPOSE OF JOB**

Key Duties and Responsibilities:

- Understand Client Policies and Guidelines
- Review user reports regarding website content
- Make decisions according to the defined Policies and Procedures
- Identify improvement opportunities in work flow and suggest solutions
- Interface effectively with other internal and Client teams
- **Respond to queries from internal client teams**

Description of skills requirements, desired work experience, Educational background, special trainings, etc.

- Diploma or Degree or higher
- 1 - 2 years’ experience
- Basic internet skills
- Proficient in Traditional Chinese (Read & Write)
- Proficient in Mandarin and Cantonese (Read & Write)
- Strong English communication (Read & Write)
- Problem solving
- Willing to work in 24*7 shift working environment

Please send application to contact@besttopcareer.com.  
Application deadline: 18 March, 2018