

Clerk (Ref: 2401022)
Study Centre Office

The appointee will be responsible for clerical and administrative duties of the Study Centre Office include manning reception counter; handling staff members' and students' enquiries; providing assistance in classroom arrangement and provision of logistical support to meetings/activities organized on campus; liaising with internal Departments/Offices; and performing any other duties as assigned by the supervisor(s). The appointee will have to work on shifts at the Tseung Kwan O Study Centre.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. They should be good at written and spoken English and Chinese (Cantonese and Putonghua) and familiar with computer applications commonly used in office settings.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **1 October 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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