

Clerk (Ref: 2400853)

Faculty of Education and Human Development

The appointee will be responsible for providing general office and administrative support such as distilled water orders, stationeries and photocopier paper refills, office assets stocktake, etc.; arranging and setting up meeting venues; taking responsibility for collection, delivery, dispatch and distribution of mail/parcels/documents and performing other duties as assigned by supervisor(s). The appointment will be for a period of 2 years.

Applicants should have Level 2 or equivalent or above in 5 subjects, including Chinese Language and English Language in the HKDSE; or Grade E (level 2) or above in 5 subjects, including Chinese and English (Syllabus B) in HKCEE or equivalent. They should also have proficiency in both English and Chinese. PC familiarity and experience with common software programmes (including Microsoft Word, Excel and Outlook) and relevant experience in tertiary education institutions are preferred. Applicants should be self-motivated, independent, and service-oriented with good interpersonal and communication skills.

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. **Review of applications will start from 20 August 2024, and will continue until the post is filled.** 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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