

## **Temporary Clerk (Full-time / Part-time) (Ref: 2100726) Human Resources Office**

The appointee will provide general clerical and administrative support for various HR functions including receptionist duties, typing, filing, inputting data, arranging meetings, general office administration, and other duties as assigned. The appointment will be for a period of 3 months with the possibility of renewal subject to mutual agreement.

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 also have proficiency in both English and Chinese, and literacy in computer applications. Applicants should be self-motivated, independent and service-oriented with good interpersonal and communication skills.

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Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits for full-time appointment.

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 21 December 2021, 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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