

Library Assistant II (Ref: 2200036)

Library

The appointee will be responsible for providing secretarial service to the Librarian and other senior Library staff members as and when required. He/she will assist the Librarian in implementing special projects, handling the recruitment and appointment of Library staff, and coordinating the logistics of all Library staff development activities including applications, transportation and accommodations. The appointee will also provide clerical support, undertake reception duties, and perform any other duties as assigned by the Librarian.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in 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 good command of English and Chinese, proficiency in English and Chinese typing, strong computer skills and good interpersonal skills. Fluency in Putonghua is desirable. Formal secretarial training and previous experience in academic libraries will be advantageous.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 **28 January 2022**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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