

Clerk (Ref: 2500530)
Estates Office (Work Location: Xiqu Centre)

The appointee will be responsible for clerical and administrative duties of the University's operation at Xiqu Centre in the West Kowloon Cultural District including manning the reception counter; handling staff members' and students' enquiries; assisting in classroom arrangement and providing 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 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. Holder of a valid security personnel permit would be an advantage. Shortlisted candidates will be required to sit a written test.

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 **24 June 2025**. 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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