

Clerk (Ref: 2501208)
Faculty of Liberal Arts and Social Sciences

The appointees will be responsible for providing clerical and administrative support to the Faculty, Departments, and Centres. Key responsibilities include managing daily mailing services, setting up venues for meetings and performing general administrative duties such as ordering supplies, maintaining inventory, and reporting defects to the Estates Office. The appointee will also ensure the tidiness of meeting rooms, printing rooms, and reception counters, conduct stock-takes of office inventory, and assist in activities organised by the Faculty and Departments. Additional responsibilities include liaising with internal departments and external parties, preparing materials for boards, committees, and working groups, and travelling outside Hong Kong as assigned by the University. The initial appointment will be for a period of 24 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 be a good team player, attentive to details, self-motivated and familiar with computer applications, including Microsoft Word, Excel and PowerPoint. They should also have strong organisational, communication and interpersonal skills. Applicants with work experience related to clerical administration in tertiary institutions will be at an advantage.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **5 December 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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