MEIN-ARDT

Consulting Engineers • Planners • Managers

Water Supplies Department

Contract No. 9/WSD/20 - Construction of Pressure Management and District Metering Installations in Yuen Long and Sheung Shui & Fanling Major Fresh Water Supply Zones

Meinhardt (Hong Kong) Ltd. has been appointed by the Water Supplies Department as the Consultant for the above Project. The works of the Contract include construction of the proposed Pressure Management Area (PMA) chambers, District Metering Area (DMA) chambers, critical pressure point chambers and all associated works for the PMAs and DMAs for fresh water distribution systems. The Contract commenced in October 2020 and will take about 42 months to complete. We now invite applications for the following Resident Site Staff positions:

1. RESIDENT WORKS SUPERVISOR I (Ten-Month Contract Term) (Ref: 91475/RWSI)

Candidates should have (a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and

- (b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and
- (c) 3 years of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

2. RESIDENT WORKS SUPERVISOR II (Three-Month Contract Term) (Ref: 91475/RWSII)

Candidates should have (a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and

- (b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and
- (c) 1 year of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

The job requirement of the above positions should be referred to the minimum qualification required and minimum experience listed in Appendix 7.4 of the "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" issued by Development Bureau (Works Branch). Candidates have less qualifications and experience would also be considered.

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for positions 1-2. The incumbents of positions 1-2 will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

We offer salary and benefits in accordance with the conditions of employment promulgated by the Government of the Hong Kong Special Administrative Region at the time of employment. Personal information contained in applications received will be used for employment-related purposes, and details of suitable candidates will be referred to the relevant Government Department for consideration. A copy of our Personal Information Collection Statement Pertaining to Recruitment will be supplied upon written request. Please send full resume stating earliest availability, present salary, contact telephone number and our reference code, and copies of qualification certificates and employment references to:

Head of Human Resources, Meinhardt Consulting Engineers, 10/F Genesis, 33-35 Wong Chuk Hang Road, Hong Kong OR send e-mail, to rss-recruitment@meinhardt.com.hk

The Vice-Chancellor's Office (VCO) is looking for a motivated, detail-oriented individual with strong analytical,

administrative, and communication skills to support its strategic and administrative functions. Reporting to the Director of the VCO, the appointee will play a key role in facilitating communications, documentation, and

The appointee will be responsible for (a) supporting the Director in ensuring smooth office administration; (b)

drafting speeches, correspondences, papers and other official documents, in both Chinese and English, for the

Vice-Chancellor, (c) reviewing and coordinating materials prepared by academic and non-academic units for the

Vice-Chancellor's consideration and approval; (d) supporting preparations for internal and external committees,

including compiling notes and developing PowerPoint presentations for meetings for the Vice-Chancellor; (e) collaborating with other relevant University units to manage media interactions and stakeholder engagements; (f)

Applicants should have (i) a Bachelor's degree or above; (ii) at least seven years (for Administrative Officer) or

twelve years (for Assistant Secretary) of post-qualification relevant experience, preferably in the public or higher education sector; (iii) experience in executive administration and/or public relations functions in a sizeable

organisation; (iv) sound political acumen and a good understanding of the media landscape; (v) strong organisational

skills and attention to detail; (vi) demonstrated ability to manage competing priorities in a dynamic office

environment; (vii) high level of discretion and sensitivity in handling restricted and confidential information; (viii)

excellent command of written and spoken English and Chinese (including Putonghua); and (ix) outstanding

Appointment will initially be made on contract basis for two years commencing as soon as possible, renewable

The University only accepts and considers applications submitted online for the post above via the CUHK career

subject to good performance and mutual agreement. Shortlisted candidates may be invited for a written test.

staff supervision; any (g) other duties as assigned by the Vice-Chancellor and the Director.

interpersonal skills with a strong sense of initiative and commitment to team-based collaboration.



Established in 1963, Hong Kong Baptist Hospital is a Christian and non-profit making private hospital dedicated to serving the public and striving to achieve our mission of "In the service of man, for the glory of God". To cope with our continuing growth, we would like to invite high calibre nursing leader to join our Hospital.

Chief Nursing Officer

Basic Function of the Position:

This position is responsible for leading a high standard nursing team for the quality operations and delivery of nursing services to meet the organizational objectives of the Hospital.

Reporting Relationship:

As Head of the Nursing Department, the Chief Nursing Officer (CNO) reports directly to the Chief Executive Officer.

Roles & Responsibilities:

- Responsible for the strategic planning and development of nursing services to meet organizational objectives and support clinical services.
- 2. Lead and oversee nursing services development, including nursing quality, research & evidence-based practices, financial & budget planning, clinical placement and professional training & development.
- 3. Cultivate the culture of patient-centered care and maintain a high standard of nursing care.
- Develop leadership in nursing services and manage the nursing services in an efficient and effective manner.
- Give strategic inputs for the Hospital's major development projects and services.
- 6. Serve as the Hospital's representative on all nursing matters and maintain connections with stakeholders, healthcare/nursing professional bodies and regulators.

Requirements:

- 1. University degree or above in Nursing, preferably with an advanced degree in healthcare, management or related disciplines.
- 2. Holder of a Certificate of Registration and a valid Practising Certificate issued by the Nursing Council of Hong Kong.
- Postgraduate professional training is desirable.
- 4. Proven track record of 15 years of post-registration working experience with at least 10 years of hospital management experience at the senior level.
- 5. Strong competencies in leadership, communication, decision making and organization awareness with highest level of integrity.
- Excellent command of written and spoken English and Chinese (Cantonese & Putonghua).

Attractive remuneration package will be offered for the right candidate. Please send the CV to the Manager In-charge (Human Resources), Human Resources Department, Hong Kong Baptist Hospital, 8/F, HKBH 105 Plaza, 105 Wai Yip Street, Kwun Tong, Kowloon, by email to paulinemfleung@hkbh.org.hk on or before 20 July 2025.

The information provided will only be used for recruitment related purposes. All personal information on unsuccessful candidates will be destroyed within 6 months.



St. Paul's College Primary School

Headmaster / Headmistress

Founded in 1851, St. Paul's College is the oldest secondary school in Hong Kong, with a Primary School operating under the Direct Subsidy Scheme. We are committed to providing high-quality education upon Christian principles, as professed by the Hong Kong Sheng Kung Hui,

The School's first priority is to nurture students to be academically excellent, creative and critical thinkers, and individuals of high moral standards, seeking to serve our community with honour and integrity.

We are now seeking a new Headmaster/Headmistress to assume this post from September 2025. The Headmaster/Headmistress is accountable to the College Council, which comprises 17 members, and is responsible for elevating the School to the highest academic standards, nurturing students with high moral values, and overseeing the administration and strategic development of the School. The Headmaster/Headmistress is also expected to maintain close contact and liaise with representatives of the Education Bureau and various stakeholders.

The ideal candidate should possess the following attributes:

- A clear vision and passion for education founded on Christian moral principles
- Strong academic credentials
- High personal integrity and virtue, with a deep respect for diversity and a passion for learning and academic excellence

process of meeting the Hong Kong Education Bureau's requirements for appointment as a primary school principal.

 A proven track record of strategic leadership in teaching, curriculum and staff development, resource management and school administration · Extensive local, regional and international knowledge, networks and expertise in best practices for primary education

The candidate should also have a good command of English and be fluent in Cantonese and Putonghua. The candidate should meet, or in the

Interested parties should apply in writing with a full résumé to:

St. Paul's College Primary School Search Committee Chairman c/o St. Paul's College

69 Bonham Road

Hong Kong

Applications should be sent by registered mail. The application deadline is 4th July, 2025. For further information about the School, please visit the website at www.spc-ps.edu.hk.

The College Council reserves the right not to fill the position or to fill the position by invitation. All applications will be treated in strict confidence. The information provided will be used for recruitment purposes only. Applicants not invited for an interview by 25th July, 2025 should consider their applications unsuccessful.

Financial Secretary's Office Office for Attracting Strategic Enterprises

site. For more information and to apply online, please visit http://career.cuhk.edu.hk.

(Non-Civil Service Vacancy)

Chief Manager (Advanced Manufacturing and New Energy Technology)

Salary: HK\$101,775 per month

Closing Date for Application: 3 July 2025

香港中文大學

coordination related to the Vice-Chancellor's responsibilities.

Assistant Secretary / Administrative Officer

(Ref: 2500013R) (Closing date: July 11, 2025)

Applications are invited for:-

Vice-Chancellor's Office

Application Procedure

The Chinese University of Hong Kong

Tel. Enquiry: 3870 2401

Please visit GovHK at https://www.gov.hk or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/ **HUAWEI AppGallery for information about the post.**



CIVIL AVIATION DEPARTMENT

Senior Operations Officer (Senior Operations Inspector) (Civil Service Vacancy)

Salary: Master Pay Scale Point 45 (HK\$127,700 per month) to Master Pay Scale Point 49 (HK\$147,125 per month).

Closing Date for Application: 11 July 2025

Tel. Enquiry: 2910 6324

Please visit GovHK at https://www.gov.hk or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.

EDUCATION BUREAU

Non-Civil Service Vacancy

Project Administration Officer (EDB/ITM/169/25)

Salary: \$35,080 per month (Gratuity: 10%)

(Contract Period: 1 year)

Closing Date for Application: 27 June 2025

Tel. Enquiry: 3540 7358

Please visit "GovHK" at https://www.gov.hk; or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI App Gallery for information and application procedures about the post.

EDUCATION

AISHK is seeking a dynamic professional for the role of PRIMARY OFFICE MANAGER

Reporting to the Head of Primary this pivotal role will work with the Personal Assistant to:

- Manage Primary office daily operations Support staff, students and parents
- Assist with coordinating relief teachers Assist with Primary timetabling and managing student records
- · Support the Primary leadership team with event scheduling and logistics **Essential Qualities:**
- Strong English communication skills
- Excellent organisation and attention to detail MS Office and database proficiency Experience of working independently in an
- · Ability to build relationships with diverse stakeholders

Working hours: Mon-Fri, 7:30a.m.-4:00p.m. Applications to be sent to Ms Mina Dunstan.

Expected Commencement Date: *28 July, 2025 contract agreement dates will be confirmed with successful applicant

Head of School, through employment@aishk.edu.hk



u +852 2304 6078 www.aishk.edu.hk

International School

Please view the Role Stateme

for this position via the AISHK website www.aishk.edu.hk/

welcome/a-career-at-aishk

The School reserves the right

to recruit at any stage during

Ability to reside and work

All personal data collected

will be used for recruitment

in Hong Kong essential.

GENERAL



Architectural Services Department

Works Supervisor II (Building) (Civil Service Vacancy)

Salary: Master Pay Scale Point 9 (HK\$25,115 per month) to Master Pay Scale Point 12 (HK\$29,995 per month)

Closing Date for Application: 4 July 2025

Tel. Enquiry: 2867 5670

Please visit GovHK at https://www.gov.hk or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.



┏️ 香港房屋委員會 Hong Kong Housing Authority

Term Technical Officer (Architectural)

Monthly Salary: \$25,115 (plus 15% contract-end gratuity)

Closing Date for Application: 11 July 2025

Tel. Enquiry: 2761 6170

Please visit http://www.housingauthority.gov.hk for information concerning the post and application procedures.

Application forms [HD917 (Rev. 2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority website (https://www.housingauthority.gov. hk/en/common/pdf/global-elements/forms/general-information/HD917. pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Workman II (Civil Service Vacancy)

Salary: Model Scale 1 Pay Scale Point 0 (HK\$ 15,175 per month) to Model Scale 1 Pay Scale Point 8 (HK\$ 17,880 per month)

Closing Date for Application: 4 July 2025

Tel. Enquiry: 2150 6687

Please visit GovHK at https://www.gov.hk or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.



Hong Kong Housing Authority

Contract Statistical Officer II

Salary: \$22,145 to \$32,105 (plus 10% Year-end Incentive Payment)

*Successful candidate will be offered with continuous employment till reaching the prevailing retirement age upon passing the probationary period.

Closing Date for Application: 27 June 2025

Tel. Enquiry: 2761 6169

Please visit http://www.housingauthority.gov.hk for information about the post and application procedures.

Application forms [HD917 (Rev.2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority internet web site (https://www.housingauthority.gov.hk), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).



YMCA of Hong Kong Christian College 港青基信書院

Vacancies for 2025

The YMCA of Hong Kong Christian College (YHKCC) is a Direct Subsidy Scheme Secondary School for students aged 11-18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 60% of students and 40% of teachers are from international backgrounds.

The College is looking for applicants for the following positions:

TEACHING POSITIONS (For August 2025)

■ BIOLOGY TEACHER

- Bachelor's degree in Biology or relevant subject area
- · PGDE or equivalent qualification · Experience in teaching IGCSE and/or GCE A-Level Biology an advantage
- CHEMISTRY TEACHER
- Bachelor's degree in Chemistry or relevant subject area PGDE or equivalent qualification
- Experience in teaching IGCSE and/or GCE A-Level Chemistry an advantage
- Bachelor's degree in Chinese
- CHINESE TEACHER
- PGDE or equivalent qualification
- Putonghua Language Proficiency or equivalent qualification
- Experience in teaching DSE Chinese Language and Adapted Chinese an advantage

MATHEMATICS TEACHER

an advantage

- Bachelor's degree in Mathematics or relevant subject area
- PGDE or equivalent qualification Experience in teaching HKDSE Mathematics Compulsory Part is essential Experience in teaching HKDSE Mathematics Extended Part – Module 2
- CITIZENSHIP, ECONOMICS & SOCIETY (CES) AND ETHICS & RELIGIOUS STUDIES (ERS) TEACHER
- Bachelor's degree in Philosophy, Religious Studies or other relevant field PGDE or equivalent qualification
- . Experience in teaching Junior form CES & PRS + Senior form ERS/RS Experience in teaching HKDSE ERS would be an advantage

■ GEOGRAPHY AND CITIZENSHIP, ECONOMICS & SOCIETY (CES) TEACHER

- Bachelor's degree in Philosophy, Religious Studies or other relevant field PGDE or equivalent qualification
- . Experience in teaching Junior form CES and Senior form Geography Experience in teaching HKDSE Geography an advantage

Applications are invited from caring, qualified and experienced teachers who are supportive of our vision, mission and Christian ethos. We are looking for good team players with a proven track record, a passion for developing their subject and a willingness to contribute promote Christian values in the school. All applicants for full-time teaching positions need to secure a pass in the Basic Law & National Security Test (BLNST) before a contract can be offered.

Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is 30th June 2025.

NON-TEACHING POSITIONS (For August 2025)

SEN ASSISTANT

- · Bachelor's degree holder
- Good in both spoken and written English and Chinese
- Committed to assisting students to make positive progress in their learning
- · Able to build professional caring relationships Experience in supporting students with specific learning difficulties is an
- Assist with operational, logistical and administrative tasks related to special examination arrangements

Applications are invited from candidates who would like to make a difference in the educational sector and contribute to our mission. Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@ yhkcc.edu.hk. The application deadline is 30th June, 2025.

Address : 2 Chung Yat Street, Tung Chung, Hong Kong Telephone: 2988 8123 Fax: 2988 2000

Email: info@yhkcc.edu.hk

EDUCATION BUREAU

Non-Civil Service Vacancy

Assistant Project Management Officer (EDB/CSD/168/25)

\$33,382 per month (Gratuity: 10%) Salary: (Contract Period: 2 years)

Closing Date for Application: 26 June 2025

Tel. Enquiry: 3698 3607

Please visit "GovHK" at https://www.gov.hk; or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI App Gallery for information and application procedures about the post.

SOCIAL SERVICES

Here's the perfect platfor ooki 9 Ì -9

Home of Loving Faithfulness www.holf.org.hk

Senior Accounts and HR Officer

Sheung Shui, N.T

Job Highlights:

► 5-day work week, 14-day of annual leave Provide free lunch

- including AR, AP, GL, and bank reconciliations · Handle monthly payroll calculations
- · Perform daily administrative support work and accounting operations.
- Arrange payment processing, staff claims, and operating expenses
- Prepare monthly, quarterly and yearly financial management reports
- Provide basic Company Secretary support to Senior
- Perform ad hoc duties as assigned
- Requirements:

· University Degree in accounting or related discipline

- At least 2-5 years relevant experience, preferably in a non-profit organization
- Chinese word processing Experience with MYOB is preferred
- well-organized

· Good command of both English and Chinese

Interested parties please send your detailed resume with current and expected salary and email to jobs@holf.org.hk.



Australian International School Hong Kong

Teaching Opportunities 2026

AISHK is seeking internationally minded, collaborative and clear communicators to join our vibrant learning community in Hong Kong.

Established in 1995, AISHK is a leading Reception (K2) to Year 12 co-educational day school offering a unique blend of Australian and international curricula. Our ideal candidates are experienced educators who demonstrate exceptional classroom practice and thrive in a diverse, cross-cultural environment.

Secondary Teaching Positions English Teacher Mathematics Teacher

- Psychology Teacher
- Chinese Teacher Careers Advisor
- Primary Classroom Teachers Primary Learning Support Teacher (1-year contract)
- At AISHK, you'll join a supportive professional community committed to educational excellence while enjoying the dynamic lifestyle that Hong Kong offers.

Applications Close: 28 July 2025

Commencement Date: 12 January 2026

Contract agreement dates will be confirmed with successful applicant

Primary Teaching Positions

Please view the Role Statement

for this position via the AISHK website: www.aishk.edu.hk/

The School reserves the right

to recruit at any stage during

All personal data collected

will be used for recruitment

3A Norfolk Rd, Kowloon Tong,

School Registration No: ED1/21627/95

the selection process.

purposes only.

A DSS School in Yuen Long is looking for following positions: Teachers for the academic year of 2025-2026

Chemistry / Physical Education / Economics / BAFS

Native-speaking English Teacher (NET) / Science Teacher / Business and Economics Teacher University graduate

Teaching experience of IAL is an advantage

Wah Road, Tin Shui Wai, Yuen Long, N. T. (Man Kwan Pak Kau College) / E-mail address : recruit@mkpc.edu.hk

Interested parties please send your resume to 51 Tin

Data collected will be used for recruitment purposes only. Po Leung Kuk Grandmont Primary School Contract Native Speaking English Language Teacher (Not under EDB NET Scheme)/ELTA

- (2025/26 School Year) Requirements: Native-speaker of English or possess native-speaker English
- Bachelor's degree holder with relevant training in TEFL/TESOL. Holder of HKID or a valid working permit/ visa Be self-motivated and enthusiastic in promoting a language-rich
- English teaching experience at local primary schools preferred Passed in the Basic Law and National Security Law Test (Degree Level) preferred have completed SCRC with no criminal conviction
- Please send the application with full resume and expected salary to the Principal, Po Leung Kuk Grandmont Primary School, 180 Po Kong Village Road, Wong Tai Sin, Kowloon or by small Information provided will be used for recruitment purpose only.

Native-Speaking English Teacher (EDB NET)

We are inviting passionate educator to serve in the above post for the 2025/26 academic year.

Native English speakers who meet the requirements outlined in the EDB NET Scheme. Applicants should send their applications with full resume to S.K.H. Tseung Kwan O Kei Tak Primary School

Principal at 82 Po Hong Road, Tseung Kwan O, N.T. or via fax no. 21911551 or e-mail to tkokt@tkokt.edu.hk All information provided will be used for recruitment related purpose

APPLICATION DETAILS

Hong Kong +852 2304 6078

www.aishk.edu.hk

香港李寶椿聯合世界書院

Li Po Chun United World College of Hong Kong is part of the United World College movement (www.uwc.org). The College comprises 257 students from about 94 countries, the vast majority on scholarships. The College is residential The major educational focus of the College is holistic and experiential education based on the IB Diploma with an extensive afternoon activities & service programme

The College is seeking to appoint the following position:

IB Diploma Teacher of English (part-time)

To commence August 2025

More details are available at: www.lpcuwc.edu.hk

Personal data provided by job applicants will be used only for the purposes of recruitment at Li Po Chun United World College and will not be disclosed to any outside organisation.



GENERAL

●■■ HKIC 香港投資管理有限公司 Hong Kong Investment Corporation Limited

The Hong Kong Investment Corporation Limited ("HKIC") is dedicated to contributing to the future development of Hong Kong by identifying investment opportunities and strategically promoting the development of target industries, so as to enhance the long-term competitiveness and economic vitality of Hong Kong while generating investment return. It is wholly owned by the HKSAR Government, and consolidates the management of the investment activities of the Hong Kong Growth Portfolio, Greater Bay Area Investment Fund, Strategic Tech Fund, and the Co-Investment Fund. More information about the HKIC

There is now an excellent opportunity for eligible candidates to join the HKIC team with

Clerical Assistant

Key Responsibilities: Provide administrative support to senior managers

can be found at https://www.hkic.org.hk.

- Handle secretarial tasks, including but not limited to managing calendars, organising business travels, assisting in event planning and coordinating meetings with internal and external parties
- Draft communications, screen calls/emails, and handle confidential correspondence and
- Provide support for preparing meeting materials, agendas, and minutes, and follow up on Perform day-to-day operational duties such as market information collection and record
- Perform other assigned duties as required

- Requirements:
- Diploma or above in related disciplines Good understanding of the Basic Law of the HKSAR Committed to contributing to the future development of Hong Kong and achieving the
- Strong sense of integrity and professional ethics High learning propensity
- Good team player
- Good command of written and spoken Chinese and English Good computer literacy

Willing to work outside normal office hours as and when required

Closing Time for Application: 5:00 p.m., 4 July 2025 For the application method, please visit our website at https://www.hkic.org.hk/careers for



more details.

LEISURE AND CULTURAL SERVICES DEPARTMENT

Part-time Usher (Non-Civil Service Vacancy)

Salary: HK\$63 per hour (Appointees are required to work irregular hours and shift duty)

Closing Date for Application: 4 July 2025

Please visit GovHK at http://www.gov.hk, Leisure and Cultural Services Department website at http://www.lcsd.gov.hk or download "Government Vacancies" Mobile Application at Google Play / Apple App Store / HUAWEI App Gallery for information about the post.

Work Location: Hong Kong City Hall

Assist in general HR duties

E:classified@scmp.com

T:2565 8822

Classified Post

Manage a complete set of accounts independently,

Liaise with auditors and other professional parties

· Proficiency in MS Office (Word and Excel) and

time · Immediately available is highly preferred

Mature, responsible, detail-oriented, team player and

Data collected will be used for recruitment purpose only.

Telephone Enquiry: 2921 2825 · Ability to work with many trivial tasks at the same