



Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0607106F**

Date: **31-Aug-07**

Post: **Administrative Assistant**

No. of Vacancies:

1

Name of Organization: (English) Office of Hon Fred Li Legislative Councillor	
(Chinese) N/A	
Address: G12A, Tsui Ying House, Tsui Ping Estate, Kwun Tong, Kowloon	
Web site: N/A	
Business Nature: Social Service	
Working Location: Kwun Tong	
Working Hours: 9:30am – 6:00pm (or not flexible time)	Commencement Date: Immediate
Salary: HK\$8,000 – 9,000	Other Benefits: 14 days annual leave, MPF
Job Descriptions: Handling Legco Affairs, Handling cases, Liaison, Writing speeches or press releases, organizing activities, Office administration work, answer enquiries	
Requirements: Journalism, Social Work, Sociology, Counselling	
Special Knowledge/ Skills: N/A	
Application Procedure:	
<input checked="" type="checkbox"/> By Email: Kari.yuen@gmail.com	<input checked="" type="checkbox"/> By Fax: 2344 6030
<input checked="" type="checkbox"/> Please submit Covering Letter / Resume	
Application should send to: Miss Yuen	
Closing Date: N/A	
Remarks: N/A	