

HONG KONG SHUE YAN UNIVERSITY

Vacancy: Administrative Assistant/ Clerk (Duration: 2 years, renewable)

The appointee will be required to provide general operational and logistics support to the Hall Management Unit. The appointee will be responsible for:

- (a) assisting in the activities for hall residents;
- (b) arranging interviews, information seminars and meetings;
- (c) assisting in the preparation of reports and process of hall applications;
- (d) providing counter services and handling enquiries;
- (e) handling incoming mail and payments; and
- (f) assisting in hall check-in and check-out.

Requirements:

- Preferably Bachelor's Degree with at least one year work experience;
- Fresh graduate will also be considered;
- Applicants completed secondary education with Level 2 in at least 5 HKDSE subjects (including Chinese and English) with substantial years of work experience may be considered for appointment as Clerk;
- Strong problem solving and organisational skills, and detail-oriented;
- Polite, patient, proactive, and sense of responsibility;
- Have interest and ability to deal with student issues;
- Good communication and writing skills in English and Chinese;
- Good computer skills in MS Word and Excel;
- The ability to work independently and as part of a team;
- Fluent in Putonghua and other foreign languages (e.g. Japanese, Korean, French, German, etc) is an advantage.

Applicants should send a completed application form and resume to Hall Management Unit, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong or by email to ymchung@hksyu.edu. Application form can be obtained at: <https://www.hksyu.edu/en/about/career/>.

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment process.

Closing date: until the position is filled