

HKU - Department of Sociology

Part-time Clerk II (to commence as soon as possible for 3 months, with the possibility of renewal)

Responsibilities:

- (a) Handle financial accounting matters (e.g. assist in financial accounting; process payment vouchers and/or purchase orders; prepare reports and/or projections, etc.)
- (b) Provide clerical and administrative support to the office administration and teaching programmes;
- (c) Perform ad-hoc duties as assigned

Requirement:

- (a) A Bachelor's Degree in any discipline;
- (b) Working experience in the education sector is desirable;
- (c) Immediate availability is preferable;
- (d) Proficient in computer applications including Word, Excel, PowerPoint and Chinese word processing;
- (e) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage; and
- (f) A quick learner; meticulous minded and capable of working under pressure.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits where applicable.

The Department accepts online application for the above post. Applicants should send the application letter and an up-to-date C.V. to socihr@hku.hk. **Review of applications will commence as soon as possible and continue until December 14, 2020, or until the post is filled, whichever is earlier.**