

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF BIOMEDICAL ENGINEERING

Post Specification

Clerk (Ref. 21021102-E)

Duties

The appointee will be required to provide administrative support to the Department of Biomedical Engineering including the Jockey Club Rehabilitation Engineering Clinic and Jockey Club Smart Ageing Hub. He/She will be required to:

- (a) provide counter service, answer telephone enquiries and appointment bookings at the Jockey Club Rehabilitation Engineering Clinic and Jockey Club Smart Ageing Hub;
- (b) undertake the purchasing functions including sourcing, placing works orders, handling purchase requisition and processing the invoices and payment bills of the Department according to the purchasing procedures;
- (c) provide logistics and clerical support to departmental meetings, events and visits;
- (d) assist in the preparation of service contract and payroll;
- (e) receive and dispatch mails and documents within and outside the campus; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should have:

- (a) five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics;
- (b) at least two years' relevant working experience; and
- (c) good interpersonal and communication skills.

Preference will be given to those with high level of computer literacy, especially for word processing and computer database management.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

11 February 2021