

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **UNIVERSITY HEALTH SERVICE**

### **Post Specification**

**Clinic Assistant** (Ref. 21032903)  
**[Appointment period: six months]**

### **Duties**

The appointee will be required to:

- (a) provide general assistance in all aspects of clinic operation;
- (b) handle face-to-face enquiries;
- (c) assist in administrative duties; and
- (d) perform any other duties as assigned by the Director of University Health Service or his delegates.

### **Qualifications**

Applicants should have:

- (a) Form 3 standard or above;
- (b) at least two years of relevant working experience in clinical settings;
- (c) good communication skills in Chinese and English, with fluency in Putonghua; and
- (d) a strong sense of responsibility and good interpersonal skills.

Preference will be given to those with valid and recognised training certificates in clinic operation.

### **Remuneration**

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

29 March 2021