Clerk II (Ref.: C/CDU/01/2015)
Capital Development Unit (CDU)

Duties and Responsibilities

- To provide clerical support for the daily operations of CDU including filing, correspondence, payments, record keeping, and other office duties
- To assist in contacting contractors, vendors and other unit of Caritas-Hong Kong
- To schedule with CICE centres for regular maintenance work
- To assist in preparation of various documents, reports and applications
- To participate in site visits at different CICE centres if required
- To perform any other duties as assigned by the supervisor(s)

Qualifications and Requirements

- Level 2 or above in five subjects in the HKDSEE / five passes in the HKCEE including English and Chinese or equivalent
- At least one year of relevant experience
- Proficiency in English and Chinese
- Hands-on experience in English / Chinese PC operation and Microsoft Office
- Friendly and customer-oriented person
- Attentive to details and able to work independently

Application together with detailed resume stating current and expected salaries should be sent by post to the Associate Head (Administration), Caritas Institute of Community Education at Room 506, 2 Caine Road, Hong Kong or by email to recruit@cice.edu.hk no later than 27 November 2015.

Please state the position and reference number on the covering letter.

(All information provided will only be used for recruitment related purposes)