

Clerk I/II

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Company: HKU

Location: Utrecht

Category: computer-and-mathematical

**Clerk I/II in the LKS Faculty of Medicine** (Ref.: 524137) (to commence as soon as possible, on a two-year fixed-term basis or one-year temporary basis, with the possibility of renewal subject to satisfactory performance)

Applicants should possess a Bachelor's degree with at least 2 years' relevant work experience, preferably in tertiary education sector. They should have a good command of written and spoken English and Chinese; IT proficiency (e.g. MS Office and database); strong interpersonal, communication and organizational skills; and the ability to prioritize multiple tasks efficiently to meet tight deadlines. They should be attentive to details; self-motivated; responsible; able to work independently as well as in a team; and competent to perform administrative duties and collaborate with different stakeholders. Those with less experience and/or lower qualifications may be considered for appointment as Clerk II.

The appointee will provide general administrative and secretarial support to the Principal Investigator of a research team on a wide range of matters including human resources, financial management, research administration, office management, secretarial support for meetings, and logistic support for visitors and events. He/She will also liaise with internal and external parties, and perform other duties as assigned.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointment on fixed terms will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 10% of basic salary.

The University only accepts online application for the above post. Applicants should apply

online and upload an up-to-date C.V. Review of applications will start from January 2, 2024 and continue until **January 30, 2024** or until the post is filled, whichever is earlier.

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