

## **Part Time Officer (Job Ref: PTO-2603-HKAAA)**

### **Main Duties:**

- Initial checking of grant application documents, such as verifying application content and data, calculating income and expenditure.
- Provide clerical support, such as storage, filing, data entry, photocopying and scanning documents, packing documents for courier, maintaining storage record.
- Collate data and check statistic relating to HKADC's grant schemes.
- Undertake any other duties as assigned by the Supervisors.

### **Requirements:**

- Matriculated or above, current students are welcome
- Proficiency in PC operations (MS based applications and Chinese Word Processing)
- Knowledge and interest in arts would be an advantage.

**Working Hour:** Average 16 hours per week

### **Remuneration Package:**

Successful candidate will be appointed on a 1-year fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. This position offers a fixed rate of HK\$70 per hour.

### **To Apply:**

Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **6 February 2026**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data of unsuccessful candidates will be destroyed in 16 weeks after the closing date. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.