

Part Time Officer (Job Ref: PTO-2609-HKAAA)

Main Duties:

- Perform all-round reception counter service, answer phone calls and general enquiries;
- Record and distribute incoming and outgoing mails/couriers and e-Fax etc;
- Handle meeting room bookings and provide logistic support for Council / Committee meetings;
- Record and ensure office stationery supplies and distribution;
- Responsible for record grant applications registrations and distribution; and
- Update procurement record, including maintaining vendor information and documentation.
- Assist the Finance Team with e-documentation work, including organising, uploading, and managing electronic files.
- Other ad-hoc duties assigned by supervisors.

Requirements:

- Higher Diploma holder or above with minimum 1-year experience;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Punctual, work independently and good at multi-tasking; and
- Knowledge and previous working experience in retail, customer service, sales and marketing field 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 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 **22 April 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 12 months 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.