Part Time Officer (Job Ref: PTO-2621-HKAAA)

Responsibilities

- Initial checking of grant related documents, such as verifying application content and data, checking the accuracy of the income and expenditure calculations;
- Provide clerical and administrative support, including document filing and storage, data entry into systems, photocopying and scanning, preparing documents for online platform sharing and courier dispatch, maintaining storage records, and drafting correspondence;
- Collate data and verify statistics relating to HKADC's grant schemes and projects; and
- Undertake any other duties as assigned by the Supervisors.

Requirements

- Matriculated or above; current tertiary students are welcome;
- Proficient in MS Office applications, including Word, Excel, PowerPoint and Chinese word processing;
- Proactive, organised, attention to details, and have a strong sense of responsibility; and
- Knowledge and interest in arts would be an advantage.

Working Hours: 16 hours per week on average

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**.

Application Procedures

Interested applicants are invited to submit their applications **by email to hrrecruit@hkadc.org.hk**, quoting the position applied and job reference number. Applications should include a cover letter and a CV with details on education and work experience, and the earliest availability. The closing date of applications is **17 November 2026**.

Applicants not invited for an interview within 16 weeks from the closing date for applications may consider their applications unsuccessful. Applications not selected for further processing may be transferred to relevant parties within HKADC for consideration of other suitable vacancies in future. Personal data collected will be treated in the strictest confidence and will be used for recruitment purposes only. Personal data of unsuccessful candidates will be destroyed 12 months after the closing date. HKADC reserves the right to consider late applications and not to make an appointment for the post advertised.

HKADC is an Equal Opportunities Employer