

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part Time Officer (Job ref: PTO-2432-HKAAA)

Responsibilities:

- To provide administrative and clerical support including data entry, sorting and filing of recovered electronic files, etc.;
- To perform any other duties as directed by the supervisor.

Requirements:

- Strong sense of responsibility, meticulous and well organized;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Knowledge in the application of AutoCAD will be advantageous;
- Currently studying or graduated from a higher diploma/ associate degree or bachelor's degree program.

Working Hour: 17 hours per week

Salary: \$70 per hour

Successful candidate will be offered a 6-month contract. Salary offered will be commensurate with qualifications and experience. 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 **31 July 2024**. 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 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.

HKADC is an Equal Opportunities Employer