

## HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine (“HKAM”) was established by the HKAM Ordinance (Cap. 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. HKAM now recruits the following staff.

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### **Receptionist / Clerical Officer**

*(Monthly Salary: MPS 0-9: \$13,240-\$23,295)*

#### **Major Responsibilities:**

- To provide professional services at the reception, including greeting visitors, answering / screening / re-directing phone calls and daily mail / deliveries, handling general enquiries, co-ordinating bookings of meeting rooms etc.
- To provide clerical support to the Secretariat and its Corporate Administration Team, including data input, filing etc.
- To perform any other duties as assigned by the Academy

#### **Requirements:**

- Diploma or above, preferably in customer service, business administration or related discipline
  - At least 4 years’ relevant front desk experience, preferably in statutory / public / professional bodies
  - Attention to details and organised, with a positive attitude and an outgoing personality
  - Strong sense of responsibility, self-motivated, ability to work independently and under pressure
  - Good team player
  - Excellent telephone manner with strong interpersonal and communication skills
  - Good command of written and spoken English and Chinese including Putonghua
  - Competency in MS Office and Chinese word processing
  - Immediately available preferred
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Starting salary will commensurate with qualification and experience of the successful candidate. To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to [hr@hkam.org.hk](mailto:hr@hkam.org.hk). Review of applications will commence after **26 January 2023**.

Chief Executive Officer  
Hong Kong Academy of Medicine  
99 Wong Chuk Hang Road  
Aberdeen, Hong Kong

(Please mark “REC-CO” on the envelope)

*Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.*