



聖保祿醫院  
St. Paul's Hospital

Date: 7 November 2009

**Position:** Admission Clerk (Permanent Night on Saturday & Sunday)

**Rank:** Clerk III

**Department:** Admission

**Requirements:**

- F.5 or above with 5 passes in HKCEE including Chinese, English (Syllabus B) and Mathematics
- Minimum 1 year working experience
- Familiar with Microsoft Office applications and Chinese word processing
- Good command of both written and spoken English and Chinese

We offer attractive remuneration packages and fringe benefits to the right candidates. Interested parties, please send the completed application form downloaded from [www.stpaul.org.hk](http://www.stpaul.org.hk) together with your resume, present and expected salary to Human Resources Manager, St. Paul's Hospital, 2 Eastern Hospital Road, Causeway Bay, Hong Kong or email to [sph.career@mail.stpaul.org.hk](mailto:sph.career@mail.stpaul.org.hk).

Personal data collected will be used for recruitment purpose only.