



聖保祿醫院
St. Paul's Hospital

6 May 2010

Position : Audio Typist
Rank : Clerk III
Department : Diagnostic & Interventional Radiology

Requirements :

- ✧ Form 7 or above
- ✧ Minimum 3 years audio-typing of medical imaging reports experiences
- ✧ Proficiency in both written and spoken English and Chinese including Putonghua
- ✧ Well-versed with MS Word, Excel, PowerPoint and Chinese WP
- ✧ Possess strong communication, interpersonal and problems solving skills with good analytical and logical thinking
- ✧ Highly independent, responsible, trustworthy with a confidentiality mindset
- ✧ Shift duty is required

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 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 on or before **19 May 2010**. Please quote the position applied on the envelope or email.

Personal data collected will be used for recruitment purpose only