



保良局  
PO LEUNG KUK



**Po Leung Kuk** is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

## Clerk, Fund-raising Department

(Ref: FRC/FR)

### Responsibilities:

- Perform general administrative and clerical support to the Department
- Assist in receiving in-kind donation, maintain stock and donation record
- Provide logistical and on-site support in fund-raising events
- Data entry, inventory tracking, filing etc.

### Requirements:

- At least five subjects with Grade E / Level 2 in HKCEE or 4 subjects with Level 2 in HKDSEE including English Language (Syllabus B) and Chinese Language
- At least 1 year's clerical and administrative experience
- Proficiency in PC knowledge e.g. MS Word, Power Point, Excel & Chinese Word Processing
- Eager to learn, able to work as a team and independently
- Occasional overtime work is required
- Working hours : Mondays – Fridays, 9:00 ~ 17:48
- Immediate available is preferred

This is **a two-year contract post** which is subject to review. Please send your full resume with current and expected salary by email [plkhrrecruitment@poleungkuk.org.hk](mailto:plkhrrecruitment@poleungkuk.org.hk) (Please quote the reference). For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.