



撒瑪利亞會

The Samaritans

24 Hour Multi-Lingual  
Suicide Prevention Services

24小時中文及多種語言防止自殺服務

The Samaritans seeks a

# Jockey Club Embrace Life Series 2.0: Navigating a Positive Life Project – Clerical Assistant (Part Time: 3 days a week) – 0.6 post

## Job Requirements:

- HKCEE / DSE or above
- Fresh graduates are welcomed.
- Knowledge and proficiency in office admin preferred.
- English (Syllabus B in HKCEE) and Chinese at Grade E in HKCEE/Level 2 (Pass) in HKDSE
- Can speak English and Cantonese

## Job Duties:

- Clerical support of accounting such as preparation of petty cash claims, payment records for project / promotional materials promotion
- Data collection for outreach activities
- Preparation of project progress report
- Procurement of various expenditure items under the project
- Secretarial support on project meetings
- Any other duties as assigned by the supervisor

**Working Hours:** 24 hours gross per week and work out of office hours when necessary

**Working location:** Office in Chai Wan / Lai Chi Kok

**Contract Duration:** Until 24<sup>th</sup> March 2026

Interested parties please send their c.v., covering letter and expected salary with post name quoted to our email: [samrecruitment@samaritans.org.hk](mailto:samrecruitment@samaritans.org.hk) before 3 May 2024.

(All information provided will only be used for recruitment related purpose)

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