



The **Tung Wah Group of Hospitals** is the largest charitable organization in Hong Kong. At present, we offer medical and health, education, community, historical and cultural heritage preservation, and traditional services to the community with over 360 service centres spreading over the territory of Hong Kong.

## Temporary Programme Worker

(Ref Code: TPW(S)/TP/HKAAA)

Location: Wong Tai Sin / San Po Kong

### Roles & responsibilities:

- Assist in production and programme logistics aspects;
- Execute and coordinate with event hirers for all programme arrangements;
- Support on-site logistics arrangement of event bookings;
- Prepare rental documents and collect and compile the rental detail; and
- Perform other duties as assigned by supervisor.

### The ideal candidate should have/be:

- Completed F.5;
- preferably with knowledge of computer applications including Chinese and English word-processing and MS Office; and
- able to speak fluent Cantonese.

(Please specify in the resume or application form the relevant academic results/qualifications and working experience you have attained in detail.)

### Compensation & employment terms:

The successful candidate will be appointed on temporary basis with a salary currently at \$15,665 per month (Tung Wah Master Pay Scale Point 2). The incumbent may be required to work on weekends and public holidays subject to operational needs and exigencies of the service.

### Application:

Please send your resume or a completed application form [F601(n)] to Chief Manager, Tung Wah Group of Hospitals TungPo at No. 2 Tsat Po Street, San Po Kong or email [recruit@tungpo.org.hk](mailto:recruit@tungpo.org.hk). Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. The reference code should be marked both in the letter and on the envelope/email. For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting. Underpaid mail items will not be accepted by Tung Wah. In accordance with the Tung Wah's personal data policy, personal data provided by the applicants will be used strictly for recruitment purpose only. Applicants not invited to attend an interview within 3 months after the deadline may assume that their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER