



生物醫藥技術國家重點實驗室

THE STATE KEY LABORATORY OF PHARMACEUTICAL BIOTECHNOLOGY



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Clerk II in the State Key laboratory of Pharmaceutical and Biotechnology of the Department of Medicine (to commence as soon as possible for one year, with the possibility of renewal)

Applicants should have a Bachelor's degree, preferably with experience for the management of research laboratory. They should have a good command of spoken and written English and Chinese; a strong sense of computer literacy, including Chinese word processing, MS Excel and database management; and good interpersonal skills. The appointee will assist in the management of a research laboratory, including regular purchase of consumables; provide clerical support to the Research Team in promoting and organizing research and conference activities; maintain database and website; and prepare annual report.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Applicants should send a completed application form together with an up-to-date C.V. to yudong@hku.hk. Application forms (345/1111) can be obtained at <http://www.hku.hk/apptunit/jr-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. **Closes September 30, 2014.**

The University places great emphasis on staff development to help staff develop potential, and has in place a variety of development opportunities catered for staff at different stages of career development.

The University thanks applicants for their interest, but advises that only shortlisted applicants will be notified of the application result.