



# 生物醫藥技術國家重點實驗室

THE STATE KEY LABORATORY OF PHARMACEUTICAL BIOTECHNOLOGY



L8-33A, Li Ka Shing Faculty of Medicine, 21 Sassoon Road, Pokfulam, Hong Kong • Tel: (852) 28199747 • Fax: (852) 28162095 • [www.skllpb.hku.hk](http://www.skllpb.hku.hk)

## **Administrative Assistant II (Clerk II) in the State Key laboratory of Pharmaceutical and Biotechnology, Department of Medicine (1-year contract with the possibility of renewal)**

Applicants should have a Bachelor's degree, preferably with experience for the management of research laboratory. She/he should have a good command of spoken and written English and Chinese; strong sense of computer literacy, including Chinese word processing, Excel and database management; and good interpersonal skills. The appointee will be responsible for assisting the management of a research laboratory, including regular purchase for consumables and also clerical support to the Research Team in promoting and organizing research and conference activities; and maintenance of database and website, preparation of annual report.

Applicants should send a completed application form together with an up-to-date C.V. to [yudong@hku.hk](mailto: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 July 31, 2014.** A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical/dental benefits.

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