

Participating Organizations of Summer Career-Related Experience Scheme 2012 (tentative)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A1	Agency for Volunteer Service - Fundraising & Promotion Dept 義務工作發展局 – 籌募及推廣部	Rm 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK. 香港灣仔軒尼詩道 15 號 溫莎公爵社會服務大廈 602 室	14/05/12-31/07/12 <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.6/7)	Assistant (Fundraising & Promotion) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & handling enquiries
A2	Agency for Volunteer Service – Head Office 義務工作發展局 – 總部	Rm 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK. 香港灣仔軒尼詩道 15 號 溫莎公爵社會服務大廈 602 室	14/05/12-06/07/12 (8 weeks) <u>Mon-Sat:</u> 9:00am-5:00pm	1 (F.6/7)	Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - To assist in handling enquiries
A3	Agency for Volunteer Service - Volunteer Action Centre, Community Volunteers Team 義務工作發展局 - 義工服務中心 (義工服務隊)	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 西營盤西源里 6 號源輝閣一樓	14/05/12-06/07/12 (8 weeks) <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat have programs)	2 (F.7)	Volunteer Service Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl handling enquiries
A4	Agency for Volunteer Service - Volunteer Action Centre, Volunteer Projects Team 義務工作發展局 - 義工服務中心 (義工計劃隊)	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 西營盤西源里 6 號源輝閣一樓	14/05/12-31/07/12 <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat have programs)	2 (F.6/7)	Assistant (Volunteer Service) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities
A5	Agency for Volunteer Service - Volunteer Training & Development Centre 義務工作發展局 - 義工培訓及拓展中心	Rm 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK. 香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 602 室	14/05/12-06/07/12 (8 weeks) <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat & Sun have programs or training)	2 (F.6/7)	Program Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl handling enquiries

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A6	Agency for Voluntary Service - Western Garden Social Centre for the Elderly 義務工作發展局 - 西園長者中心	G/F, Western Garden, 82 First Street, Sai Ying Pun, Hong Kong 西環第一街 82 號地下	14/05/12-31/07/12	2 (F.6/7)	Program Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl handling enquiries & conducting survey - To assist in providing caring services to elderly
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	28/05/12-07/07/12 <u>Mon-Fri:</u> 8:30am-4:30pm	2 (F.7)	Teacher Assistant - To provide clerical support, e.g. filing, word processing, etc - To assist in programme running, e.g. school activities, bulletin boards - To assist in daily operation of the organization / company, e.g. teaching aids making - To assist in providing caring services to children during activities and outings
C	Ho & Ip Solicitors 何葉律師行	24/F, CMA Building, 64 Connaught Road Central, Hong Kong 香港中環干諾道中 64 號廠商會大廈 24 樓	01/06/12-31/07/12 <u>Mon to Fri:</u> 9:30am-5:30pm (lunch: 1:00-2:00pm)	1 (F.7)	Summer Student - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - Attending court with solicitors, taking notes
D1	Hong Kong Central Library – General Reference / Reference and Information Enquiries Services 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓 參考圖書部	11/06/12-20/07/12 (6 weeks) <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	1 Boy (F.7)	Library Assistant ^{#1} - To provide clerical support, e.g. filing, telephone enquiry, etc - Inputting data to database; - Organizing reference documents and vertical files; - Shelving books & magazines

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D2	Hong Kong Central Library – General Reference / Depository Collection 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓 參考圖書部	11/06/12-20/07/12 (6 weeks) <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	5 (F.6/7)	Library Assistant ^{#1} - To provide clerical support, e.g. filing, telephone enquiry, etc - To input data to database; - To assist in organizing materials related to library activities; - To shelve books & documents
D3	Hong Kong Central Library – General Reference / Hong Kong Studies 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓 參考圖書部	11/06/12-20/07/12 (6 weeks) <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	1 (F.7)	Library Assistant ^{#1} - To provide clerical support, e.g. filing, telephone enquiry, etc - Inputting data to database; - Organizing reference documents; - Processing new books; - Shelving books & documents
D4	Hong Kong Central Library – General Reference (GEN) 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓 參考圖書部	11/06/12-20/07/12 (6 weeks) <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	1 (F.7)	Library Assistant ^{#1} - To provide clerical support, e.g. filing, telephone enquiry, etc - To check library materials; - To input data onto database; - To shelve books & documents
D5	Hong Kong Central Library – Adult Lending Library 香港中央圖書館 - 成人借閱圖書館	3/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 3 樓 成人借閱圖書館	14/05/12-20/07/12 (10 weeks) *43.75 hrs/week 8.75 hrs/working day (incl. lunch hour) *Need to perform duty on alternate Sat/Sun	2 Boys & 2 Girls (F.7)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running; - To assist in daily operation of the organization / company; - To assist in data processing & customer service, stocking taking of lib materials and perform simple shelving duty
D6	Hong Kong Central Library - Young Adult Library 香港中央圖書館 - 青少年圖書館	6/F, Young Adult Library, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 6 樓 青少年圖書館	20/06/12-31/07/12 (6 weeks) 5-day work, 44 hrs per week (including lunch hour)	1 (F.7)	Volunteer - To assist in conducting survey; - To assist in preparing project guides & booklists; - Sorting and shelving library materials & other office duties assigned by supervisors

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D7	Hong Kong Central Library - Special Reference/NPCI 香港中央圖書館 - 最新報刊閱覽部	5/F., Newspapers & Periodicals Section, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 5 樓報章及期刊閱覽部	14/05/12-06/07/12 <u>Mon, Tue, Thu & Sat:</u> 10:00am.-6:00pm excluding Wed	4 (F.7 preferable)	Library Assistant ^{#2} - To assist in handling enquiries; - To assist in conducting survey; - To conduct research for annual review of newspapers, periodicals & microforms; - To assist in management of library collections
D8	Hong Kong Central Library - Special Reference/NPBI 香港中央圖書館 - 逾期報刊閱覽區	4/F, Back Issues of Newspapers & Periodicals Reading Area, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館四樓	14/05/12-06/07/12 (8 weeks) <u>Mon-Tue, Thu-Sat:</u> 10:00am.-6:00pm Wed & Sun off	2 (F.7)	Student Helper ^{#3} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company including handling enquiries - Performing other duties assigned by supervisors
D9	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	14/05/12-22/06/12 (6 weeks for F.6/7) 23/07/12-03/08/12 (2 weeks for F.5) *may need to perform duties at Hong Kong Central Library	1 Girl & 3 either sex (F.6/7) 2 (F.5)	Volunteer ^{#4} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company - Inputting data
D10	Kowloon Public Library – Lending and Reference Sections 九龍公共圖書館	5 Pui Ching Road, Ho Man Tin, Kln 九龍培正道 5 號九龍中央圖書館	04/06/12-13/07/12 (6 weeks for F.6/7) 18/07/12-31/07/12 (2 weeks for F.5) Shift duty	6 Boys & 6 Girls (F.6/7) 10 (F.5)	Summer Student Helper - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - Shelving, sorting, labeling of lib materials (books, CDs, non-printed materials); - Stock taking & withdrawal of lib materials

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D11	Lei Yue Mun Public Library 鯉魚門公共圖書館	1/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Yau Tong, Kln. 九龍觀塘鯉魚門徑 6 號鯉魚門市政大廈 1 樓	04/06/12-13/07/12 (6 weeks for F.6/7) 18/07/12-31/07/12 (2 weeks for F.5) <u>Mon, Tue, Wed & Fri:</u> 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm	4 (F.5/6/7)	Volunteer - To assist in daily operation of the organization / company; - To assist in handling enquiries;
D12	Shui Wo Street Public Library 瑞和街公共圖書館	5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kln 官塘瑞和街 9 號瑞和街市政大廈五至六樓	14/05/12-22/06/12 (6 weeks) <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:00am-5:00pm <u>Sat, Sun</u> (alternate weeks): 9:00am-5:00pm *44 hrs/wk	2 Boys & 1 Girl (F.6/7)	Library Volunteer ^{#5} - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
D13	Tai Kok Tsui Public Library 大角咀公共圖書館	3/F, Tai Kwok Tsui Municipal Services Building, 63 Fuk Tsun St., Tai Kwok Tsui, KLN 大角咀福全街 63 號大角咀市政大廈 3 樓	04/06/12-13/07/12 (6 weeks for F.6/7) 18/07/12-31/07/12 (2 weeks for F.5) <u>Mon, Tue, Wed & Fri:</u> 9:30am-7:00pm <u>Sat, Sun</u> (alternate weeks): 10:00am-5:00pm	3 Boys & 3 Girls (F.6/7 x 4) (F.5 x 2)	Library Volunteer ^{#5} - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
D14	Tai Po Public Library 大埔公共圖書館	5/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, N.T. 大埔鄉事會街 8 號大埔綜合大樓五樓	14/05/12-06/07/12 (8 weeks) 18/07/12-31/07/12 (2 weeks for F.5) Shift duty	2 Boys, 2 Girls & 2 either sex (*F.6/7 x 3) (*F.5 x 3) *1 boy & 1 girl preferred	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To assist in conducting survey & other library services

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D15	Tuen Mun Public Library 屯門公共圖書館	1 Tuen Hi Road, Tuen Mun, N.T. 屯門屯喜路一號	14/05/12-22/06/12 (6 weeks for F.6/7)) 01/08/12-14/08/12 (2 weeks for F.5)	2 (F.6/7) 2 (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To assist in conducting survey - To assist in building the thematic collection of the Library (Food & nutrient)
D16	Yau Ma Tei Public Library 油蔴地公共圖書館	G/F & M/F., 250 Shanghai Street, Kowloon 九龍油麻地上海街 250 號地下及閣樓	14/05/12-22/06/12 (6 weeks) *8 hours per day (including lunch hour); shift duty	2 Boys & 2 Girls (F.6/7)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - To assist in providing counter services to the public
E1	St. James' Settlement Day Care Centre for the Elderly 聖雅各福群會灣仔長者日間護理中心	2/F, 85 Stone Nullah Lane, Wanchai, HK 灣仔石水渠街 85 號 2 樓	21/05/12-22/06/12 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.6/7)	Summer Volunteer - To assist in programme running - To assist in arranging different activities - To assist in providing caring services to elderly
E2	St. James' Settlement Evergreen Day Care Centre for the Elderly 聖雅各福群會柏逸長者日間護理中心	Room 6-9, G/F, Lok Hing House, Hing Wah Estate II, Chai Wan, HK 柴灣興華二邨樂興樓 6-9 號地舖	21/05/12-22/06/12 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.7)	Summer Volunteer - To assist in programme running - To assist in arranging different activities - To assist in providing caring services to elderly
E3	St. James' Settlement - Kathleen McDouall Kindergarten Child Care Centre 聖雅各福群會 - 麥潔蓮幼稚園幼兒中心	2/F & 3/F, 1 Li Chit Street, Wan Chai, Hong Kong 灣仔李節街 1 號 2 樓及 3 樓	04/06/12-13/07/12 <u>Mon-Fri:</u> 8:45am-4:45pm	5 (F.6/7)	Teacher Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing caring services to children

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E4	St. James' Settlement - Wanchai Integrated Family Service Centre 聖雅各福群會-灣仔綜合家庭服務中心	12/F, 85 Stone Nullah Lane, Wan Chai, HK 灣仔石水渠街 85 號 12 樓	14/05/12-06/07/12 <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.6/7)	Receptionist ^{#6} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries - To assist in providing caring services to children
F1	United Christian Hospital (UCH) and Haven of Hope Hospital (HHH) 基督教聯合醫院及靈實醫院	Community Involvement & Volunteer Service Dept, Blk P, G/F, 130 Hip Wo Street, Kwun Tong, Kowloon 九龍觀塘協和街 130 號 基督教聯合醫院社區參與及義工服務部	F1. 04/06/12-13/07/12 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	45 each phase (F.5 to F.7)	Volunteer ^{#7} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries & conducting survey - To assist in providing caring services to elderly/children/patients
F2		Haven of Hope Hospital, 8 Haven of Hope Road, Tseung Kwan O, N.T. 新界將軍澳靈實路 8 號	F2. 23/07/12-29/08/12 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm		
	United Christian Nethersole Community Health Service 基督教聯合那打素社康服務	4/F, Ng Wing Tong Block, United Christian Hospital, 130 Hip Wo Street, Kwun Tong, Kln.九龍觀塘協和街 130 號聯合醫院吳詠棠大樓 4 樓 (總部) (將派往不同的中心工作)	28/05/12-29/06/12 <u>Mon-Fri:</u> 9:00am-5:00pm	39 (F.7)	活動助理 ^{#8} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl handling enquiries & conducting survey - To assist in providing caring services to elderly
G1	賽馬會和樂社區健康中心 (地下)	觀塘協和街和樂邨居安樓 26-33 號地下	(或需按個別中心開放時間工作, 每天 8 小時, 連午膳時間) 註: 所有同學必須於 28/05/11 到賽馬會和樂社區健康中心 (即觀塘協和街和樂邨居安樓 26-33 號 (地庫) 出席工作簡介)	2	
G2	賽馬會和樂社區健康中心 (地庫)	觀塘協和街和樂邨居安樓 26-33 號(地庫)		2	
G3	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		2	
G4	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		3	
G5	天水圍社區健康中心	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		4	
G6	秀茂坪愛鄰網絡	秀茂坪邨秀茂坪商場 313 室		3	

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G7	將軍澳愛鄰網絡	將軍澳/聯合醫院 F 座 4 樓		2	
G8	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		3	
G9	佐敦健康中心 (綜合服務)	九龍彌敦道 208-212 號四海大廈 14 樓 1401 室		2	
G10	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		2	
G11	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		3	
G12	廣福愛鄰網絡	大埔廣福邨廣仁樓 19 號地下		2	
G13	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		2	
G14	那打素中醫藥臨床研究服務中心	大埔全安路 11 號那打素醫院 J 座地下		2	
G15	鯉魚門長者日間護理中心	油塘鯉魚門徑 6 號鯉魚門市政大樓閣樓		2	
G16	基督教聯合那打素社康服務總部	九龍觀塘協和街 130 號聯合醫院吳詠棠大樓 4 樓		3	
H	Kin Sang Baptist Church Bradbury Pre-School 建生浸信會白普理幼兒園	G/F Tai Sang House, Kin Sang Estate, Tuen Mun, N.T. 新界屯門建生邨泰生樓地下	14/05/12-20/07/12 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	4 Girls (F.6/7)	Teacher Assistant ^{#9} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running - To assist in providing caring services to children
I1	Yan Chai Hospital Fong Kong Fai Kindergarten / Child Care Centre 仁濟醫院方江輝幼稚園/幼兒中心	G/F, Shop A, Lung Cheung Garden, 26 Praya Kennedy Town, HK 香港堅尼地城海傍 26 號龍翔花園地下 A 舖	14/05/12-31/07/12 (F.6/F.7) 23/07/12-03/08/11 (F.5) <u>Mon-Fri:</u> 9:00am-5:00pm	1 Girl (F.6/F.7) 2 Girls (F.5)	文員助理 ^{#10} - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running - To assist in producing teaching materials
I2	YCH Wing Lung Kindergarten / Child Care Centre 仁濟醫院永隆幼稚園/幼兒中心	G/F, 107-120, 122 & 124, Choi Yuk House, Choi Yuen Estate, Sheung Shui 新界上水彩園村彩玉樓地下	28/05/12-06/07/12 (F.6/7) 30/07/12-10/08/12 (F.5) <u>Mon-Fri:</u> 9:00am-5:00pm	4 (F.6/7) 4 (F.5) *2 boys & 2 girls each period	教師助理 ^{#11} - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company - To assist in providing caring services to children - 製作教材及佈置校園飾品

Participating Organizations of Summer Career-Related Experience Scheme 2012 (tentative)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
I3	Yan Chai Hospital Nina Lam Kindergarten / Child Care Centre 仁濟醫院林李婉冰幼稚園/幼兒中心	6 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 元朗天水圍天河路 6 號	14/05/12-13/07/12 (9 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm (lunch hour included)	1 Boy & 1 Girl (F.7)	A (Girl): Assistant Teacher ^{#12} B (Boy): Assistant Clerk ^{#12} - Computer typing, filing, etc. - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - To assist in conducting survey - To assist in providing caring services to children
J	Globalsmart Healthcare Company Limited 環智保健有限公司	Room 1211, 12/F, Tower 1, Grand Century Place, 193 Prince Edward Road West, Mongkok, Kowloon, HK. 九龍旺角太子道西 193 號新世紀廣場一座十二樓 1211 室	14/05/12-31/07/12 <u>Mon-Fri:</u> 9:00am-6:00pm <u>Sat:</u> 9:00am-1:00pm (On alternate week)	3 Girls F.7	Marketing Clerk - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - To assist in marketing work

TOTAL: 247 Students POST: 10 Organizations

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Notes/Special requirements:

- #1 Knowledge of Chinese Word processing & Excel
- #2 Familiar with Internet & database search, computer knowledge of Word, Excel and Chinese input methods
- #3 Knowledge of word processing & Chinese input method; knowledge in Access database is preferable
- #4 Proficiency in MS Office and Chinese input
- #5 Basic computer knowledge, e.g. Word, Excel, Chinese input
- #6 Mature, responsible and good in spoken English and Chinese
- #7 Students may be assigned to UCH/HHH alternatively; all students MUST attend the orientation day and infection control training (G1: 02/06/12; G2: 21/07/12)
- #8 熟悉電腦 Word, Excel 及中文輸入法；廣東話
- #9 Interested in child care service; willing to work hard and learn; no dyed hair
- #10 上班需服飾需整齊大方，不可穿背心、露背裝、短褲
- #11 不可染髮上班
- #12 Interested in child care service; willing to work hard to learn; 請於申請表註明職位 A 或 B