

**Administrative Assistant (Rehabilitation Centre)**  
**REFERENCE NO.: GHK-AA-REH**

**Responsibilities:**

- Perform administrative & clerical duties
- Liaise, coordinate and organize meetings
- Handle phone enquiries
- Prepare and manage incoming/ outgoing correspondences, reports and documents
- Perform data entry tasks and upkeep the files, records and databases in good order
- Perform any other tasks assigned by supervisors

**Requirements:**

- Completed F.5/ DSE graduates and Diploma holder.
- Minimum 2 years' working experience, prior work experience in private hospitals
- Knowledge of medical terminology and experience within a medical environment is preferred
- Strong proficiency in Microsoft Office Applications
- Able to work independently
- Good communications skills, interpersonal skills and be a good team player
- Good command of spoken and written English and Chinese