



HONG KONG AIR CADET CORPS

From : SO

Ref : GR21_006

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To : Unit Commanders

Cc : Major Unit Commanders

Date: 7 May 2021

Opening for the post of Summer Worker 2021

Applications are now invited from **Members of the Corps** for the following temporary posts:

Title: Summer Worker

Salary:

\$43.00 per hour during the contract period. Working hours will be from 1000 – 1800 hrs during HQ operating days and may be required to work on weekends and public holidays. Summer workers are expected to work for 2 months during the summer of 2021.

Requirement: (a) At least HKCEE / HKDSE standards or above
(b) Good service history in HKACC is an advantage

Qualities Expected:

- (a) Ability to work independently
- (b) Chinese and English Typing (Chinese 35w.p.m, English 50w.p.m)
- (c) Good command of both Chinese and English
- (d) Good telephone manner
- (e) Willing to take initiatives
- (f) Mature
- (g) Integrity and loyalty to the Corps
- (h) Cadet Membership will be an advantage
- (i) Previous Headquarters summer helper experience will be an advantage but not essential

Duties:

- (a) General duties assigned by the Commanding Officer and/or his delegated authority
- (b) Assist in the smooth functioning of the General Registry
- (c) Assist in the implementation of the HKACC Summer Programme 2021
- (d) Assist in the general clerical work of Headquarters

(e) Other duties assigned by Staff Officer

Appointment:

This is a temporary appointment for a fixed period from June 2021 to August 2021.

Application:

Please apply with full CV to Headquarters, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon, Hong Kong (Attn: Administrative Manager) or email to recruit@aircadets.org.hk on or before **7 June 2021**.

7 May 2021