

Data Officer

The Job

- To conduct interviews with respondents, collect and input medical data into database
- To perform administrative and other ad hoc duties as assigned by department head

The Candidate

- A higher diploma in any discipline preferably with healthcare or medical knowledge
- Working experience in customer service or clerical work
- Good interpersonal and communication skills
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel and PowerPoint

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.