

# Health Service Assistant (Breast Health Centre)

## The Job

- Act as receptionist of the Centre and handling of clients' enquiries in person and over phone
- Assist clients in ultrasound and mammogram procedures
- Assist in general administrative duties and data entry

## The Person

- DSE graduate or above
- Minimum 1 year's working experience. Primary health care/clinic services experience is an advantage
- Experience in data entry and PC knowledge is required
- Good command of spoken and written English and Chinese
- Good communication skills with good telephone manners
- Pleasant, patient and detail-minded

## To Apply

Interested parties, please send your full resume stating your current and expected salary and date of availability to [recruit@hkbcf.org](mailto:recruit@hkbcf.org) on or before **13 February 2026**.

Please note that all information collected will be used for recruitment purpose only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.