

## HONG KONG AIR CADET CORPS

**From : AO**  
**Ref : GR 10\_004 (Revised)**  
**Tel : 2712 8900**  
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**To : Unit Commanders**  
**Cc : Major Unit Commanders**  
**Date: 28 June 2010**

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### **Opening for the post of Summer Worker 2010**

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

**Title:** Administrative Assistant (Summer Worker)

**No. of vacancies:** ONE

**Salary:**

\$5,000.00 per month for the full term contract for not less than 44 hours/week. 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 2010.

**Requirement:** (a) At least HKCEE standards or above

(b) Good service history in HKACC is an advantage

**Qualities Expected:**

- (a) Ability to work independently for extended periods
- (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 2010
- (d) Assist in the general clerical work of Headquarters
- (e) Other duties assigned by Administration Officer

**Appointment:**

This is a temporary appointment for a fixed period from July 2010 to August 2010.

**Application:**

Please apply with full CV to Headquarters, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon, Hong Kong (Attn: Administration Officer) or email to [hq@aircadets.org.hk](mailto:hq@aircadets.org.hk) on or before 16 July 2010.

28 June 2010