The Prince Philip Dental Hospital - Summer Intern (Reception and Records Office)

Dear Students,

The Prince Philip Dental Hospital is recruiting local students enrolled in full-time courses of post-secondary education institutions to participate internship placement in this summer. Hereunder please find the job descriptions and details of application.

Nominated students will be invited to attend an interview by a selection panel. The selection interview is tentatively scheduled in late June/ early July 2024.

Application Method:
Interested students please submit your application form and full résumé indicating clearly their academic and vocational results and mark clearly the post “Summer Intern (Reception and Records Office)” on the Application Form via on-line application on or before Monday, 17 June 2024.

Target Group: UG or PG Non-final year students studying in the Faculty of Medicine.

Regards,
Career Planning and Development Centre
Office of Student Affairs
Entry Requirements:

(a) Permanent residents of the Hong Kong Special Administrative Region;
(b) Full-time non-final year students of local higher education institutions majoring in Health Services Management, or Health Studies or relevant disciplines;
(c) Have good computer knowledge; and
(d) Have good command of written Chinese and English and fluent in spoken Cantonese.

Major Duties:

(a) Provide internal services relating to patient and reception matters;
(b) Control the movements of patient records in connection with reception counters;
(c) Answer enquiries from patients/members of the public on matters related to reception arrangements; and
(d) Housekeeping and stocktaking of patient records.

Package: Successful candidates will be offered appointment with a salary of $11,200 per month for a period of about two months from mid-July to late August 2024 tentatively and required to work 45 hours per week (inclusive of meal breaks). They are eligible for rest days, statutory holidays (or substituted holidays), general holidays and sickness day, where appropriate, in accordance with the provisions of the Employment Ordinance. They are subject to the Mandatory Provident Fund Scheme Ordinance.

To Apply: Applicants should submit a duly completed Application Form (downloadable from the Hospital’s website www.ppdh.org.hk) and full résumé indicating clearly their academic results and working experience to the Student Affairs Office/Career Centre of their respective institutions, and mark clearly the post “Summer Intern (Reception and Records Office)” on the Application Form. They are advised to note the deadlines set by the respective institutions. Direct applications sent to the Hospital will not be considered.

Enquiry: 2859 0530

(Personal data collected will be used for recruitment related purpose only)