



菲 臘 牙 科 醫 院  
**The Prince Philip Dental Hospital**  
**Summer Intern**  
**(Reception and Records Office)**

**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 movement of patient records in connection with reception counters;
- (c) Answer enquiries from patients and the public on matters related to reception arrangements;
- (d) Perform housekeeping and stocktaking of patient records; and
- (e) Assist in the Hospital's outreach activities as necessary.

**Package:** Successful candidates will be offered appointment with a salary of \$11,500 per month for a period of about two months from mid-July to late August 2025 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](http://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)