**Attachment B: Selection Criteria Statement**

1. Experience and competency in general administration duties, reporting and document management, preferably within a Human Resources function.

*Enter your response here (maximum 250 words)*

1. Clear and effective written and verbal communication skills in English and Chinese, with excellent attention to detail and drive for delivering work to a high standard.

*Enter your response here (maximum 250 words),*

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1. Strong organisational and time management skills including the ability to manage competing and/or changing priorities, and meet deadlines.

*Enter your response here (maximum 250 words)*

1. Good research capability, analytical and problem solving abilities.

*Enter your response here (maximum 250 words)*

1. Initiative, flexibility, adaptability, ability to operate and work effectively as a team member.

*Enter your response here (maximum 250 words)*