



Website Function

Employees Retraining Board Online Employment Service Platform



Welcome to the ERB " Online Employment Service Platform"

The platform provides job vacancy information for ERB trainees and facilitate their job searching.

Login to the Platform

Upon successful registration, you may login to the platform to view and search job information.

Please select "ERB Trainee" and enter user ID and password to login.

 僱員再培訓局
Employees Retraining Board

繁 | 簡 | Eng
Text Size

Registration & Login

ERB trainees and employers can register as ERB website users and use the following functions free-of-charge.

ERB Trainees

- Search and view job vacancy information
- Personalised page setting to keep abreast of the latest job vacancy information

Employers

- Upload job vacancy
- Search courses to be completed
- Contact training bodies to recruit ERB trainees

Employment Agency Certificate of Exemption no. 030

Please click the below links to learn more about the website functions.

[Registration Demo \(ERB trainees\)](#) [Function Demo \(ERB trainees\)](#) [Function Demo \(Employers\)](#)

Login as

ERB Trainee
 Employer
 Training Body

User ID (Email Address)

Password

[Register](#) [Forgot Password](#) [Enter](#)

Search for Job Vacancies

Please enter a job title, company name, or job reference number to search for specific job vacancies.

The screenshot shows the ERB website's search interface. At the top left is the ERB logo (Employees Retraining Board). On the right, there are language options (Eng) and a 'Text Size' link. A 'Logout' button is also present. Below the header is a navigation bar with 'Home', 'My Account', 'My Jobs', and 'Function Highlights'. The search bar contains the text 'HEALTH SERVICES ASSISTANT'. To the right of the search bar are filters for 'Job Position' and 'Work Location', and 'Search' and 'Reset' buttons. Below the search bar is a grid of job categories: 'New Jobs', 'Part-time Jobs', 'Urgent Jobs', and 'Abundant Jobs'. Below this grid is a row of icons representing various job sectors: Retail/Sales, Property Mgt/ Security, Healthcare, Hotel/Tourism Services, Beauty Care/ Hairdress-ing, IT, Business Services, Clerical Support, and Transport Support. Below the icons is a list of job titles under the 'Job Position' filter, including: Catering Services Workers, Sales Workers, Security Services Workers, Business and Administration Associate Professionals, Health Care Services Workers, Health Associate Professionals, Hotels and Tourism Services Workers, Beauty and Hair Dressing Workers, General Clerks, Other Clerical Support Workers, Import/Export and Accounting Clerks, Personal Services Workers, General Support, IT Associate Professionals, Plant and Machine Operators and Assemblers, Technical Associate Professionals, Craft and Related Trades Workers, Social and Cultural Associate Professionals, Professionals, and Others.

Search Result

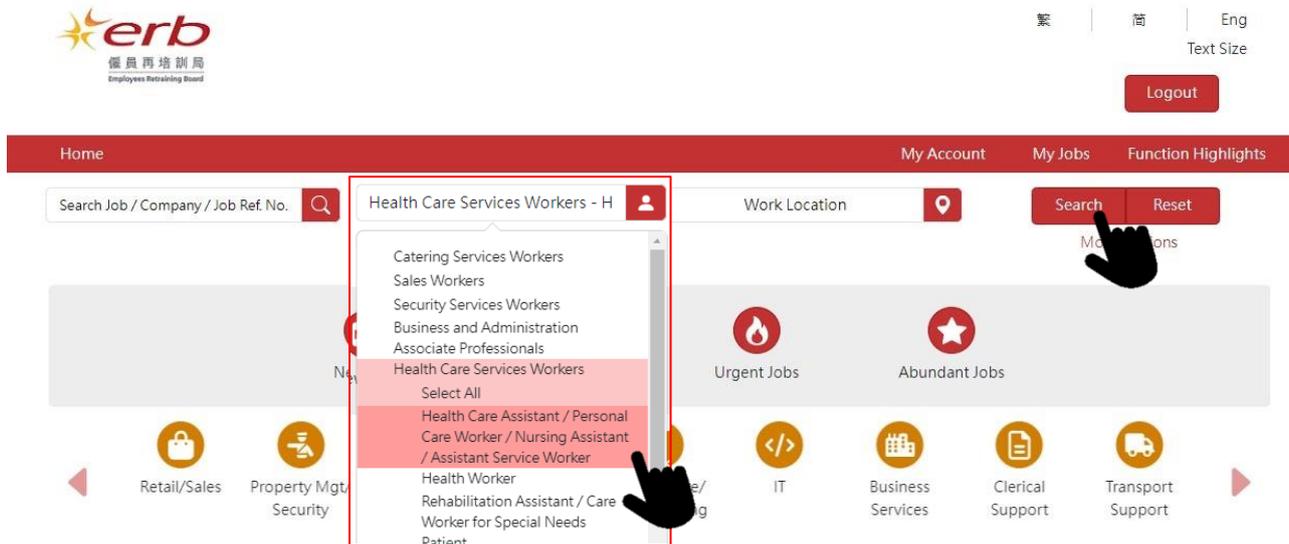
1 to 8 of 8 record(s)

Display Mode

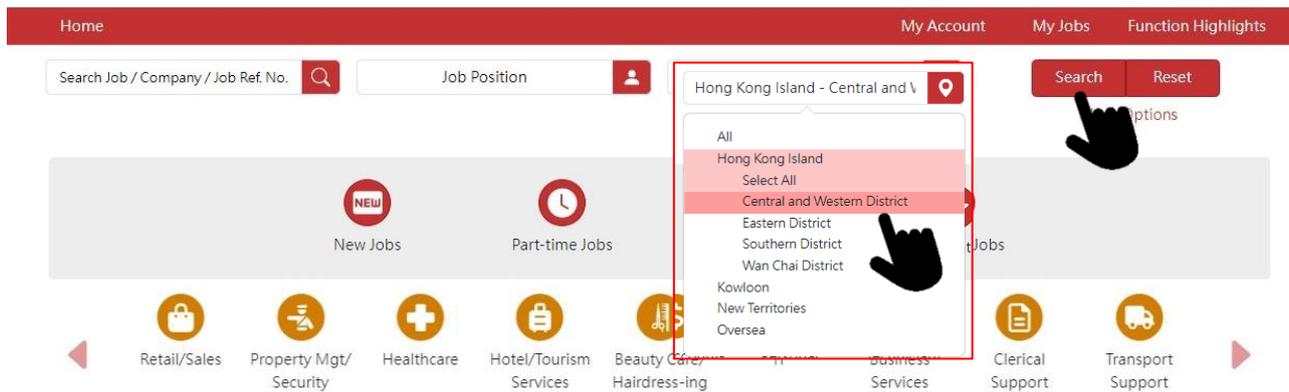
The screenshot shows the search results page. On the left, there is a sidebar with a 'Sort by Upload Date (Descending)' dropdown and three job listings. The first listing is highlighted in yellow: 'HEALTH SERVICES ASSISTANT (A&E)', salary '\$16,000-\$19,000(Per Month)', and location 'Central and Western District'. The main content area shows details for 'XXXXX Health Center'. The job title is 'HEALTH SERVICES ASSISTANT (A&E)', with job reference number 'JP00053699' and date '17/04/2024'. There is a 'Save Job' button. The 'Job Duties' section lists: 'Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for patients who need assistance. Assist with patient transport within healthcare facilities, such as transferring patients from beds to wheelchairs or stretchers. Record patient information, maintain accurate medical records, and document care provided.' The 'Requirements' section lists: '- Secondary 5 or above', '- Work Experience is not required', '- Total working hours per week : 72 hour(s)', and '- Immediate available'.

Search by Job Position and Work Location

You may also select "Job Position" or "Work Location" to search for specific job vacancies.



The screenshot shows the ERB website search interface. The top navigation bar includes the ERB logo (僱員再培訓局 Employees Retraining Board), language options (繁, 簡, Eng), and a Text Size setting. A Logout button is also present. The main search area features a search bar with the placeholder text "Search Job / Company / Job Ref. No." and a magnifying glass icon. To the right of the search bar are filters for "Health Care Services Workers - H" (with a person icon) and "Work Location" (with a location pin icon). Below these filters are "Search" and "Reset" buttons. A dropdown menu is open under the "Health Care Services Workers - H" filter, listing various job positions: Catering Services Workers, Sales Workers, Security Services Workers, Business and Administration Associate Professionals, Health Care Services Workers, Select All, Health Care Assistant / Personal Care Worker / Nursing Assistant / Assistant Service Worker, Health Worker, Rehabilitation Assistant / Care Worker for Special Needs, and Patient. A hand cursor is pointing at the "Health Care Assistant / Personal Care Worker / Nursing Assistant / Assistant Service Worker" option. Below the search bar are several category icons: Retail/Sales, Property Mgt/ Security, Urgent Jobs, Abundant Jobs, IT, Business Services, Clerical Support, and Transport Support.

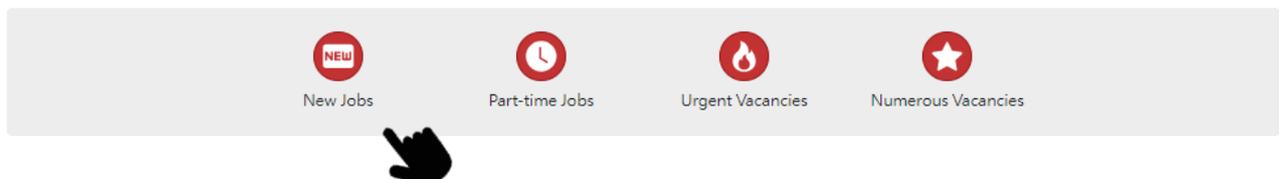


The screenshot shows the ERB website search interface with a different filter selected. The search bar still has the placeholder text "Search Job / Company / Job Ref. No.". The filter for "Job Position" (with a person icon) is now selected, and the "Work Location" filter (with a location pin icon) is active, showing "Hong Kong Island - Central and v". A dropdown menu is open under the "Work Location" filter, listing various locations: All, Hong Kong Island, Select All, Central and Western District, Eastern District, Southern District, Wan Chai District, Kowloon, New Territories, and Oversea. A hand cursor is pointing at the "Central and Western District" option. Below the search bar are several category icons: Retail/Sales, Property Mgt/ Security, Healthcare, Hotel/Tourism Services, Beauty Care/Hairdressing, Business Services, Clerical Support, and Transport Support. The "New Jobs" and "Part-time Jobs" buttons are also visible.

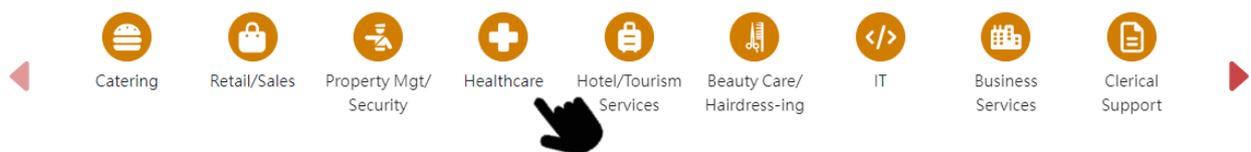
Quick Search Functions

The platform provides quick search functions to help users find relevant information.

(1) You may select "New Jobs", "Part-time Jobs", "Urgent Vacancies," or "Numerous Vacancies" to filter job vacancies.



(2) You may select "Designated Industry" to filter job vacancies of the respective industry.



(3) Click on "Job Position" or "Work Location" to find job opportunities meeting your needs.



More Search Criteria

Click on "More Options" to further refine search criteria.

Home My Account My Jobs Function Highlights

Search Job / Company / Job Ref. No. Job Position Work Location

More Options 

Search Job / Company / Job Ref. No. Job Position Work Location

Industry Qualification Required Work Experience

Estimated Total Wage/Month Full Time / Part time Contract of Employment

Jobs Uploaded Within Service Target

Hide Options

Search Results and Job Details

Click on the individual job vacancy to view detailed information, including job duties, entry requirements, terms of employment and application means, etc.

Search Result

1 to 15 of 15 record(s)

Display Mode

Sort by Job Ref. No. (Descending)

- HEALTH SERVICES ASSISTANT (SPECIALIST)**
③ \$16,000-\$19,000(Per Month)
📍 Central and Western District
- HOST / HOSTESS
③ \$16,500-\$17,500(Per Month)
📍 Sai Kung District
- HEALTH SERVICES ASSISTANT (WARD)
③ \$16,000-\$19,000(Per Month)
📍 Central and Western District
- HEALTH SERVICES ASSISTANT (A&E)
③ \$16,000-\$19,000(Per Month)
📍 Central and Western District
- HEALTH SERVICES ASSISTANT (SPECIALIST)
③ \$16,000-\$19,000(Per Month)
📍 Central and Western District
- HEALTH SERVICES ASSISTANT (WARD)
③ \$16,000-\$19,000(Per Month)
📍 Central and Western District

XXXXX Health Center Save Job

HEALTH SERVICES ASSISTANT (SPECIALIST)

Job Ref. No.:JP00053702
Date: 17/04/2024

Job Duties

Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for patients who need assistance.
Assist with patient transport within healthcare facilities, such as transferring patients from beds to wheelchairs or stretchers.

Requirements

- Secondary 5 or above
- Work Experience is not required
- Total working hours per week : 72 hour(s)
- Immediate available

Terms of Employment

- \$16,000 - \$19,000 per month
- Full-time
- Permanent
- Mon - Sun: 07:30AM - 04:30PM
- Mon - Sun: 03:30PM - 11:30PM
- Mon - Sun: 10:30PM - 08:30AM
- Shift holiday
- Shift duty
- Working location: Central and Western District
- Annual leave(7 to 14 day(s)), Labour Holiday, Dental Scheme, Medical Benefits, Paternity Leave, Promotion Opportunity, Purchase Discount, Study Allowance
- Mature Persons and New Arrivals are welcome for the post

Click on the "Display Mode" button to switch the information display mode to a list format.

Search Result

1 to 8 of 8 record(s) Display Mode 

Sort by Upload Date (Descending) 

XXXXX Health Center  Save Job 

HEALTH SERVICES ASSISTANT (A&E) 

📍 \$16,000-\$19,000(Per Month)

📍 Central and Western District

HEALTH SERVICES ASSISTANT (WARD) 

📍 \$16,000-\$19,000(Per Month)

📍 Central and Western District

HEALTH SERVICES ASSISTANT (A&E) 

📍 \$16,000-\$19,000(Per Month)

📍 Central and Western District

HEALTH SERVICES ASSISTANT (A&E)

Job Ref. No.:JP00053699
Date: 17/04/2024

Job Duties

Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for patients who need assistance

Assist with patient transport within healthcare facilities, such as transferring patients from beds to wheelchairs or stretchers.

Record patient information, maintain accurate medical records, and document care provided.

Requirements

- Secondary 5 or above
- Work Experience is not required
- Total working hours per week : 72 hour(s)
- Immediate available

Search Result

1 to 8 of 8 record(s) Display Mode 

Employer Name	Job Position	Basic Salary	Work Location	Full / Part Time	Work Experience	Upload Date	Job Reference no.
XXXXX Health Center	Health Services Assistant (Ward)	\$16,000-\$19,000 (Per Month)	Central and Western District	Full-time	Not Required	17/04/2024	JP00053700 
XXXXX Health Center	Health Services Assistant (A&E)	\$16,000-\$19,000 (Per Month)	Central and Western District	Full-time	Not Required	17/04/2024	JP00053699 
XXXXX Health Center	Health Services Assistant (Specialist)	\$16,000-\$19,000 (Per Month)	Central and Western District	Full-time	Not Required	15/04/2024	JP00053542 

Save Suitable Job Vacancies

Click on the "Save Job" button to save the selected vacancy for easy reference.

Search Result

1 to 8 of 8 record(s)

Sort by Upload Date (Descending) | XXXXX Health Center | Display Mode

HEALTH SERVICES ASSISTANT (A&E) | Job Ref. No.:JP00053699 | Date: 17/04/2024

Job Duties

Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for patients who need assistance

Assist with patient transport within healthcare facilities, such as transferring patients from beds to wheelchairs or stretchers.

Record patient information, maintain accurate medical records, and document care provided.

View Jobs Saved

Click on "My Jobs" and select "Jobs Saved" to view information.

Home | My Account | My Jobs | Function Highlights

Jobs Saved | Jobs Saved | Job Alert | Display Mode

1 to 13 of 13 record(s)

Sort by Upload Date (Descending) | XXXXX Health Center | Save Job

HEALTH SERVICES ASSISTANT (A&E) | Job Ref. No.:JP00053699 | Date: 17/04/2024

Job Duties

Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for patients who need assistance

Assist with patient transport within healthcare facilities, such as transferring patients from beds to wheelchairs or stretchers.

Users can also choose to remove jobs saved as necessary.

XXXXX Health Center | Save Job

HEALTH SERVICES ASSISTANT (A&E)

Job Ref. No.:JP00053699 | Date: 17/04/2024

Job Duties

Take and record vital signs, including blood pressure, heart rate, respiratory rate, and temperature. Assist with patient activities of daily living such as bathing, dressing, feeding, and mobility for

Job Alert Function Set-up

Users may click the "My Account" button, select "Personal Setting" and "Activate and Set up" the Job Alert function. Please tick the box and agree to receive job information, then select your preferred criteria. Upon set-up, you will regularly receive new job vacancy information via our email notification.

Home My Account My Jobs Function Highlights

Personal Setting

Job Alert - You can regularly receive job vacancies information by email, basing on preset selection criteria.

Personal Setting
Account and Personal Information
Change Password **Activate and Set Up**



Personal Setting

Job Alert - You can regularly receive job vacancies information by email, basing on preset selection criteria. Service status: **Not activated** **Activate and Set Up**

* Mandatory Field

Agree to receive job alert information	<input checked="" type="checkbox"/>
* Frequency	<input type="checkbox"/>
* Industry	<input type="checkbox"/>
* Position	<input type="checkbox"/>
Working location	<input type="checkbox"/>
Full-time/ Part-time	<input type="checkbox"/>
Contract of Employment	<input type="checkbox"/>
Estimated Total Wage/Month	<input type="checkbox"/>
Qualification Required	<input type="checkbox"/>
Service Target	<input type="checkbox"/>
Exclude jobs posted by employment agencies	<input type="checkbox"/>

Save



View the Latest Information Flagged by the Job Alert Function

Click on "My Jobs" and select "Job Alert" to view the latest information indicated based on your preferences.

The screenshot shows the 'Job Alert' section of a web application. At the top, there is a navigation bar with 'Home', 'My Account', 'My Jobs', and 'Function Highlights'. Below the navigation bar, the 'Job Alert' title is displayed. A dropdown menu is open, showing 'Jobs Saved' and 'Job Alert' (highlighted with a hand cursor). Below the dropdown, there is a 'Display Mode' button and a 'Save Job' button. The main content area shows a list of job alerts on the left and a detailed view of a job on the right. The job details include the employer 'XXXXXXXXXX Red Cross', the job title 'RESOURCE DEVELOPMENT AMBASSADOR', the job reference number 'JP00052837', and the date '31/07/2023'. The 'Job Duties' section states 'Responsible for assisting and recruiting monthly donors'. The 'Requirements' section lists: '- Secondary 5 or above', '- Working experience is not required', '- Total working hours per week : 44 hour(s)', '- Form 5 or above (Fresh graduates are welcome to apply); Prefer working outdoors and interacting with people; Good communication skills and enthusiasm for serving the society; Active and willing to accept challenges', and '- Immediate available'.

CV Template

Click on "My Account" and select "Personal Setting". A CV template is made available for download as a reference for customisation and personal use.

The screenshot shows the 'Personal Setting' page of a web application. At the top, there is a navigation bar with 'Home', 'My Account', 'My Jobs', and 'Function Highlights'. Below the navigation bar, the 'Personal Setting' title is displayed. A dropdown menu is open, showing 'Personal Setting' (highlighted with a hand cursor), 'Account and Personal Information', and 'Change Password'. Below the dropdown, there is a 'Download and Set Up' button. The main content area shows a list of settings on the left and a detailed view of a setting on the right. The settings include 'Job Alert - You can regularly receive job vacancies information by email, basing on preset selection criteria.' and 'CV Template'. The 'CV Template' setting has a 'Download' button. The detailed view of the 'CV Template' setting shows 'Service status: Activated' and an 'Activate and Set Up' button. Below the detailed view, there is a 'Download' button (highlighted with a hand cursor).