COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Hong Kong Community College

Post Specification

Administrative Assistant I/II (two posts) (Ref. 120505-03)
[Appointment period: twelve months]

Duties

The appointees will be required to:

(a) provide clerical assistance in promotion, student admissions, registration, student records, student development and graduation;
(b) assist in various functions, events and activities;
(c) provide counter service and answer telephone enquiries;
(d) liaise with full-time and part-time staff;
(e) assist in liaison with academic and administrative units of PolyU, other educational institutions and professional organizations; and
(f) perform any other duties as assigned.

The appointees may station in either campus, and be required to work on shift duties. They may take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have:

(a) Grade E/Level 2 or above in at least five subjects in HKCEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics;
(b) five years’ clerical working experience;
(c) good communication skills in English and Chinese (preferably including Putonghua); and
(d) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

Applicants with less experience will be considered for the post of Administrative Assistant II.

Remuneration

Salary offered will be commensurate with qualifications and experience.

May 2012