COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE) oversees the operations of the Hong Kong Community College, offering quality sub-degree programmes for secondary school leavers; and the School of Professional Education and Executive Development, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.

The College now invites applications for the following post:

School of Professional Education and Executive Development (SPEED)

Administrative Assistant I (Ref. 150529-01)

Duties

The appointee will be required to:

(a) perform counter service and handle telephone enquiries;
(b) provide clerical support to programme and office administration;
(c) assist in liaison with PolyU departments and other organizations;
(d) liaise with academic staff;
(e) support special events and functions; and
(f) perform any other duties as assigned.

The appointee may be required to take up shift duties and work within different campuses.

Qualifications

Applicants should have:

(a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE 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;
(d) good interpersonal skills; and
(e) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

Remuneration

Salary offered will be commensurate with qualifications and experience.
Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. Completed application forms should be returned to the Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk) on or before Saturday, 13 June 2015. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

May 2015