COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Hong Kong Community College

Post Specification

Administrative Assistant I/II (Ref. 120505-02) [Re-advertisement]
[Appointment period: thirty months]

Duties

The appointee 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 appointee may station in either campus, and be required to work on shift duties. He/she 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.

[Applicants who have responded to the previous advertisement on 24 and 31 March 2012 need not re-apply.]

Remuneration

Salary offered will be commensurate with qualifications and experience.

May 2012