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:

**Hong Kong Community College (HKCC)**

**Office Assistant** (Ref. 160304-02)

**Duties**

The appointee will be required to:

(a) provide receive and despatch services, and photocopy documents;
(b) hand deliver documents within and outside campuses;
(c) provide logistic support and lift heavy items such as event/promotional materials, documents, etc.;
(d) post notices, directional signs and other promotional materials;
(e) assist in maintaining a favourable working environment on the campuses;
(f) answer phone calls/enquiries and handle routine filing of documents;
(g) assist in procurement and checking invoices;
(h) assist in preparing simple documents and reports;
(i) provide service to students; and
(j) perform any other duties as assigned.

The appointee may station on either of the two campuses in West Kowloon and Hung Hom Bay. He/she may take up assignments and work outside Hong Kong occasionally.

**Qualifications**

Applicants should:

(a) be pleasant, positive and hard-working;
(b) have completed Form 3 or equivalent;
(c) be able to speak and write Chinese and English;
(d) have basic knowledge in operating photocopiers and other office equipment; and
(e) have working knowledge of various Microsoft Office software such as Outlook, Word, Excel, Access, Powerpoint, etc.
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). Recruitment will continue until the position is filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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