COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Dean’s Office

Post Specification

Office Assistant (Ref. 120420-01)

Duties

The appointee will be required to:

(a) provide internal and external receive and despatch services, and photocopy documents;
(b) provide logistic support to the offices;
(c) perform manual labour work; and
(d) perform any other duties as assigned.

The appointee may be required to work outside normal office hours.

Qualifications

Applicants should:

(a) have completed Form 3 standard or equivalent;
(b) be pleasant, positive and hard-working; and
(c) be able to speak and write simple Chinese and English.

Preference will be given to those with Form 5 standard and knowledge of computer applications.

Remuneration

Salary offered will be commensurate with qualifications and experience.

April 2012