

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.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following posts:

Hong Kong Community College (HKCC)

Administrative Assistant I/II (two posts) (Ref. 180202-01)

[Appointment period: two years]

Duties

Appointees will be required to:

- (a) provide clerical assistance in programme administration, student admissions, registration, student records, preparation of examination papers and assessment results;
- (b) assist in various functions, events and activities, student development and graduation matters;
- (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.

Appointees may station on either of the two campuses in West Kowloon and Hung Hom Bay, and be required to work on shift duties.

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); 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.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. 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, 17 February 2018**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

February 2018