

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 post:

School of Professional Education and Executive Development (SPEED)

Project Administrative Assistant (Industry Liaison) (Ref. 190104-02)

[Appointment period: twenty months]

Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project (“Project”).

The appointee will (a) assist in planning, promoting and implementing recruitment talks and events; (b) monitor and update the content of the online portal and other social medias; (c) provide administrative and coordinative support to the team, and (d) perform any other duties as assigned.

The appointee may be required to work outdoor, on weekends and public holidays.

Qualifications

Applicants should have (a) a higher diploma preferably in Business, Marketing or related disciplines; (b) working experience in marketing and event management and previous exposure in working with students will be advantageous; (c) good communication skills in English and Chinese and sound interpersonal skill; (d) computer knowledge in MS Office applications, Adobe Photoshop, and social media preferred, and (e) be positive, detail-minded and able to work independently.

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. **The closing date for application is Saturday, 19 January 2019.** 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.

January 2019