

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.



SPEED

The College now invites applications for the following post:

Human Resources Office

Human Resources Assistant I/II (Ref. 190215-06)

Duties

The appointee will (a) provide administrative support to a wide range of human resource services and related work; (b) assist in maintaining a computerised human resources management information system; (c) search for information and prepare statistical reports for analysis; (d) maintain an effective record system; (e) answer enquiries, and (f) perform any other duties as assigned.

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) a good command of English and Chinese; (d) good proficiency in computer applications including MS Word, Excel and Chinese word processing; (e) good communication and interpersonal skills, and (f) the quality of being mature and detail-oriented.

Applicants with a recognised degree but less experience will also be considered.

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. 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.

February 2019