

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)

Assistant Administrative Officer (Ref. 190104-01)

Duties

The appointee will (a) be responsible for general office administration, including but not limited to, preparing specifications for tender and purchase; requisition of stationery, equipment, furniture; inventory control and maintenance of records; (b) support central exercises, projects, special events and activities; (c) liaise with departments/units/offices of PolyU and CPCE, service providers in the provision of facilities management and any other services, and (d) perform any other duties as assigned.

The appointee may be required to work on weekends.

Qualifications

Applicants should have (a) a recognised degree; (b) at least two years' relevant experience; (c) good communication skills in English and Chinese, preferably including Putonghua; (d) good interpersonal skills, and (e) a good command of Word, Chinese Word, Excel and PowerPoint.

Shortlisted candidates may be invited to sit for a written test.

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, 12 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