

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:

Human Resources Office

Human Resources Assistant I/II (Ref. 180202-02)

Duties

The appointee will be required to:

- (a) provide administrative support to a wide range of human resource services and related work;
- (b) assist in organizing and coordinating projects;
- (c) search for and collate information for preparing reports;
- (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 less experience will be considered for the post of Human Resources 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). 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 2018