

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:

Information Technology Unit

Administrative Assistant I/II (Ref. 180427-02)

Duties

The appointee will be required to:

- (a) assist in counter and hotline services in Student Computer Centres;
- (b) provide secretarial and administrative services to committees and working groups;
- (c) assist in technical inspection of PC/AV devices according to predefined procedure; and
- (d) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings and weekends, and may station at different campuses.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) the quality of being mature, flexible, self-motivated and a good team player;
- (c) good interpersonal and communication skills; and
- (d) proficiency in computer skills.

Possession of sound knowledge IT/AV terminology and experience of in processing Human Resources documents will be advantageous.

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). 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.

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