



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

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* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers 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. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



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 (Ref. 210112-01)

Duties

The appointee will (a) provide administrative support to a wide range of human resource services and related work; (b) assist in organizing and coordinating staff events and training; (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) a diploma or above; (b) three years' human resources/administrative 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 in related disciplines 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. Initial consideration of applications will commence in late January 2021.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

January 2021