

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

SPEED

The College now invites applications for the following post:

CPCE Student Affairs Office (CSAO)

Administrative Assistant I/II (part-time) (Ref. 181123-03)

[Appointment period: four months]

Duties

The appointee will (a) serve students, staff and visitors at the service counter; (b) provide counter service and answer telephone enquiries; (c) provide clerical support and assistance in various events and activities, and (d) perform any other duties as assigned.

The appointee will work in daytime weekdays (around 3 to 5 days per week and 3 to 4 hours each time) on either of the two campuses in West Kowloon or Hung Hom Bay and meet flexible schedule demands.

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) good communication skills in English and Chinese (preferably including Putonghua), and (d) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

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. 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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