

## 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)**

#### **Administrative Assistant I (for Marketing Service) (Ref. 171013-03)**

#### **Duties**

The appointee will be required to:

- (a) assist in preparing marketing materials and coordinating events;
- (b) liaise with media, agencies and strategic partners;
- (c) maintain event and activity database and update market intelligence library;
- (d) handle procurement procedures and book-keep marketing expenses;
- (e) provide on-site support to event and activities;
- (f) maintain and update the School website and social media platforms;
- (g) supervise temporary helpers; and
- (h) 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) good communication skills in English and Chinese, preferably including Putonghua;
- (d) good interpersonal skills;
- (e) good time management and be able to work under tight schedule; and
- (f) a good command of Word, Chinese Word, Excel, PowerPoint, Photoshop and Access.

Applicants with a recognised degree and 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/](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](mailto: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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