

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. There are four Academic Divisions in CPCE, namely Divisions of Business and Hospitality Management; Languages and Communication; Science, Engineering and Health Studies; and 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 posts:

Hong Kong Community College (HKCC)

Administrative Assistant I/II (several posts) (Ref. 190524-04)

Duties

Appointees will (a) provide clerical support in programme administration; (b) provide assistance in student admissions, registration, student records and examinations; (c) assist in various functions, events, student development and graduation matters; (d) provide counter service and answer telephone enquiries; (e) liaise with internal staff, departments of PolyU and other educational/professional organizations, and (f) perform any other duties as assigned.

Appointees may station on either of the two campuses in Hung Hom Bay and West Kowloon, and be required to work on shift duties.

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 separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the positions are filled.

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