

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.



The College now invites applications for the following post:

Human Resources Office

Human Resources Assistant I (Ref. 180105-03)

Duties

The appointee will be required to:

- (a) assist in developing and maintaining a computerised human resources management information system;
- (b) search for information and prepare statistical reports for analysis;
- (c) provide administrative support to other human resource services and related work;
- (d) maintain an effective record system;
- (e) answer enquiries; and
- (f) 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) 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.

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.

January 2018