

## 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 posts:

### Human Resources Office

**Human Resources Assistant II (part-time) (two posts)** (Ref. 190524-06)  
[Appointment period: twelve months]

### Duties

Appointees will (a) provide clerical support to human resource services and related work; (b) perform document scanning and filing, and (c) perform any other duties as assigned.

Appointees will work three to five half-days per week or equivalent.

### 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) a good command of English and Chinese, and (c) good proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of clerical working experience will be advantageous.

### 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. 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.

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