

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 posts:

School of Professional Education and Executive Development (SPEED)

Project Associate (Industry Liaison) (two posts) (Ref. 171013-01)

[Appointment period: thirty-three months]

Duties

Appointees will assist the Project Coordinator in the Education Bureau (EDB) funded project (“Project”).

Appointees will be required to:

- (a) contribute to the planning and implementing activities related to student employability;
- (b) liaise and establish good relationships with business partners, and participate in industry collaborations, such as recruitment talks and job referrals;
- (c) provide all-round support to fresh graduates, including but not limited to career consultation and job referrals;
- (d) provide career advisory service to undergraduate students; and
- (e) perform any other duties as assigned.

Appointees may be required to work outdoor, on weekends and public holidays.

Qualifications

Applicants should have the following qualifications and qualities:

- (a) a good honours degree, preferably in Business, Marketing or related disciplines;
- (b) at least three years of solid experience preferably in recruitment industry and event management; relevant experience in other business fields with will also be considered;
- (c) excellent communication and interpersonal skills;
- (d) being an outgoing, positive and customer-oriented person and a good team player;
- (e) be able to work independently and under pressure;
- (f) a good command of written and spoken English and Chinese; and
- (g) good computer knowledge in MS Office applications.

Applicants with less experience will be considered for the post of Project Assistant.

Shortlisted candidates may be invited to sit for a written test.

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.

October 2017