

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:

CPCE Libraries

Library Assistant II (Acquisitions) (Ref. 190222-02)

Duties

The appointee will (a) perform routine deduplication, seek quotations, place orders and process invoices for all library acquisitions; (b) receive and inspect all materials purchased by the library; (c) carry out simple copy cataloguing; (d) liaise with library vendors and binders; (e) be responsible for the administrative duties of the Team as assigned, including but not limited to taking care of library supplies, furniture and equipment for good physical conditions and/or sufficient quantity, and quality assurance, and (f) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays on either of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should (a) have 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) be willing to take up additional responsibilities as needed and take effort to self-learn to accomplish the assigned tasks; (c) be attentive to details and to transcribe information with high accuracy; (d) be able to work independently and meet deadline; (e) be mature, courteous, organized, responsible, and result-oriented, and (f) have proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of related library qualifications and working experience in academic libraries and INNOPAC Millennium Acquisition module 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/. 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 position is filled.

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

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