

## 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 post:

### Human Resources Office

#### Human Resources Assistant I/II (Ref. 190726-03)

#### Duties

The appointee will (a) provide administrative support to a wide range of human resource services and related work; (b) assist in maintaining a computerised human resources management information system; (c) search for information and prepare statistical reports for analysis; (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.

Applicants with a recognised degree but less experience will also be considered.

#### 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 position is filled.

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

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