

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:

Information Technology Unit

Administrative Assistant I/II (Ref. 170407-02)

Duties

The appointee will be required to:

- (a) assist in purchasing and inventory management, such as preparation of Purchase Requisitions and Goods Receipt processing, stock taking, inventory record updating and disposal of items, etc.;
- (b) provide secretarial and administrative services to committees and working groups;
- (c) liaise and coordinate with users, as well as external vendors on projects and daily operation; and
- (d) perform any other duties as assigned.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) the quality of being mature, attentive to details, flexible, self-motivated and a good team player;
- (c) good interpersonal and communication skills; and
- (d) proficiency in computer skills.

Possession of sound knowledge of IT/AV terminology will be advantageous.

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

Remuneration

Salary offered will be commensurate with qualifications and experience.

Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. 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.

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