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.

The College now invites applications for the following post:

Information Technology Unit

Administrative Assistant I/II (Ref. 160715-01)
[Appointment period: twelve months]

Duties

The appointee will be required to:

(a) assist in project management related tasks, including preparation for project schedule documents, co-ordination of progress review meetings and project milestones monitoring, etc.;
(b) liaise with internal staff and external vendors;
(c) handle telephone and email enquiries;
(d) perform system testing and prepare testing documentation;
(e) prepare training materials and conduct user training; and
(f) perform any other duties as assigned.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) the quality of being mature, flexible, self-motivated and a good team player;
(c) good interpersonal and communication skills; and
(d) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

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.

July 2016