

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* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers 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 Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of 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:

Hong Kong Community College (HKCC)

Assistant Administrative Officer / Senior Administrative Assistant (Ref. 210716-01)

Duties

The appointee will (a) provide administrative support in programme management, student admissions, registration, student records and examinations; (b) assist in various functions, events, student development and graduation matters; (c) provide professional service to students, staff and visitors; (d) liaise with internal staff, departments of PolyU and other educational/professional organizations, and (e) perform any other duties as assigned.

For the post of Assistant Administrative Officer, the appointee will also be required to supervise and provide training/mentoring to junior staff, and assist in general office administration.

The appointee may station on either PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus, and be required to work on shift duties.

Qualifications

Applicants should have (a) a recognised degree; (b) at least two years of relevant experience; (c) proficiency in English and Chinese (preferably including Putonghua); (d) good interpersonal skills and confidence to communicate with people from all walks of life; (e) a mind for details, and (f) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

Applicants with an associate degree/higher diploma but more experience will also be considered.

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. 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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