

## 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)

#### Administrative Assistant I/II (Ref. 210618-01)

##### Duties

The appointee will (a) provide clerical support in programme administration; (b) provide assistance in student admissions, registration, student records and examinations; (c) assist in various functions, events, student development and graduation matters; (d) provide counter service and answer telephone enquiries; (e) liaise with internal staff, departments of PolyU and other educational/professional organizations, and (f) perform any other duties as assigned.

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) 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 of clerical working experience; (c) good communication skills in English and Chinese (preferably including Putonghua), and (d) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

Applicants with a recognised degree/associate degree/higher diploma but less experience will also be considered.

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

##### Remuneration

Salary offered will be commensurate with qualifications and experience. The appointment will be made on a two-year contract.

##### 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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