

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 posts:

CPCE Academic Registry

Administrative Assistant I (part-time) (several posts) (Ref. 231208-03)

[Appointment period: twelve months]

Duties

Appointees will (a) provide clerical assistance in programme administration, office administration and related matters; (b) assist in various functions, events and activities; (c) answer telephone enquiries; (d) liaise with internal staff and other external organizations, and (e) 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 of clerical working experience; (c) good communication skills in English and Chinese (preferably including Putonghua), and (d) a good command of MS Office tools (Word, Excel, PowerPoint and Access).

Applicants with higher qualifications but less experience will also be considered.

Conditions of Service

An attractive remuneration rate will be offered.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. 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 positions are filled.

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

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