

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/II (two posts) (Ref. 240315-04)

Duties

Appointees will be required to:

- (a) provide clerical support in a few designated areas such as student admissions, registration, student records, subject registrations, examinations, graduation and programme administration;
- (b) assist in various functions, events and projects;
- (c) provide counter service and answer telephone enquiries;
- (d) liaise with internal staff, departments of PolyU and other educational/professional organizations, and
- (e) perform any other duties as assigned.

Appointees may station on either the 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) proficiency in English and Chinese preferably including Putonghua, and
- (d) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

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

Conditions of Service

An attractive remuneration package will be offered. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

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. Consideration of applications will commence on 28 March 2024 until the positions are filled.

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

March 2024