

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:

Human Resources Office

Human Resources Assistant II (part-time)

(Ref. 240412-02)

[Appointment period: six months]

Duties

The appointee will be required to:

- (a) provide clerical support to recruitment and appointment services;
- (b) perform document scanning and filing;
- (c) input data in systems, and
- (d) perform any other duties as assigned.

The appointee will work four half days per week.

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) a good command of English and Chinese, and
- (c) good proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of clerical working experience will be advantageous.

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 hurecruit@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 26 April 2024 until the position is filled.

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

April 2024