

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF GENERAL UNIVERSITY REQUIREMENTS

Post Specification

Project Assistant (Ref. 19072303)
[Appointment period: ten months]

Duties

The appointee will assist the project leader in the project – “Healthy lifestyle”. He/She will be required to:

- (a) handle the administrative tasks related to teaching materials and advising service;
- (b) assist in the writing / translation / editing of reports and other written documents;
- (c) assist in the production of marketing materials and publicity initiatives through various media; and
- (d) perform any other duties as assigned by the project leader or his/her delegates.

Qualifications

Applicants should have:

- (a) an honours degree, preferably in Journalism, English, Translation or other related disciplines, or an equivalent qualification;
- (b) proven skills in English editing;
- (c) an excellent command of both written and spoken English and Chinese; and
- (d) good computer literacy, with knowledge of Adobe Illustrator and InDesign being an advantage.

Shortlisted candidates may be invited to sit for a written test.

Applicants are invited to contact Ms Koo Lok Shun Candy at tel no. 3400 8207 or email candy.koo@polyu.edu.hk for further information.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

23 July 2019