

THE HONG KONG POLYTECHNIC UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

Post Specification

Assistant Officer (several posts) (Ref. 96576)
[Re-advertisement]

Duties

The appointees will be required to:

- (a) provide administrative support to postgraduate programmes offered by the School on campus in Hong Kong and/or off campus in the Chinese mainland, and related student activities, research matters and central exercises;
- (b) provide secretarial service to committees and meetings;
- (c) assist to plan, co-ordinate and implement promotional and marketing activities and related projects;
- (d) assist to plan and co-ordinate visits and events;
- (e) liaise with University's internal departments and external organizations;
- (f) assist in general office administration; and
- (g) perform any other duties as assigned by the Director/School Secretary of the School or their delegates.

Qualifications

Applicants should have:

- (a) a recognized degree;
- (b) several years of relevant post-qualification experience;
- (c) an excellent command of English and Chinese (both written and spoken). Fluency in Putonghua will be an advantage;
- (d) good computer literacy, including PowerPoint and Chinese word processing; and
- (e) good communication and interpersonal skills.

Preference will be given to those with working experience in tertiary institutions or similar organizations.

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

[Applicants who have responded to the previous advertisement on 16 January 2008 need not re-apply.]

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application. Remuneration package will be highly competitive.

3 April 2008