

THE HONG KONG POLYTECHNIC UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

Post Specification

Executive Officer (several posts) (Ref. 97491)
[Re-advertisement]

Duties

The appointees will be required to:

- (a) lead a team of officers to provide professional administrative support to postgraduate programmes offered on campus in Hong Kong, related student activities, research matters and central exercises;
- (b) provide secretarial service to committees and meetings;
- (c) plan, co-ordinate and implement various promotional and marketing activities;
- (d) plan and co-ordinate visits, events and/or alumni activities;
- (e) liaise with other departments of the University and external organizations;
- (f) supervise junior staff in day-to-day programme administration and related activities; 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 recognised degree;
- (b) at least five 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 Chinese word processing; and
- (e) excellent communication and interpersonal skills.

Preference will be given to those with working experience in tertiary institutions or similar organizations and with solid knowledge of the education sector in Hong Kong.

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

[Applicants who have responded to the previous advertisement on 2 June 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.

29 September 2008