

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **GRADUATE SCHOOL OF BUSINESS**

### **Post Specification**

**Executive Officer**(Ref. 97492)

#### **Duties**

The appointee will be required to:

- (a) lead a team of officers to provide administrative support to academic programmes offered in the Chinese mainland, student activities and related centralised 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) and fluency in Putonghua;
- (d) good computer literacy, including Chinese word processing; and
- (e) excellent communication and interpersonal skills.

Preference will be given to those with experience in organising events, handling alumni affairs and with solid knowledge of the higher education sector in the Chinese mainland. Those with working experience in tertiary institutions will be an advantage.

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

#### **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