

CENTRE FOR EYE AND VISION RESEARCH LIMITED

Through the collaboration with world renowned institutions, The Hong Kong Polytechnic University (PolyU) established a number of R&D Centres to conduct impactful research and development in strategic technologies. These R&D Centres are situated at the Hong Kong Science Park, New Territories, Hong Kong and Centre for Eye and Vision Research Limited (CEVR) is one of these established R&D Centres. Applications are now invited for Central Administration roles to support these R&D Centres.

Central Administration of the R&D Centres – Part-time Administrative Assistant

[Appointment period: six months]

(Ref No.: CEVR-PTAA)

Duties

The appointee will be required to:

- (a) provide all-round clerical and administrative support to the R&D Centres, including but not limited to administration, human resources and financial related matters;
- (b) assist in the development of HR management and accounting system, and perform user acceptance test;
- (c) maintain HR and financial records of the R&D Centres, and prepare reports;
- (d) be responsible for the staff record including attendance and leave record; and
- (e) perform any other duties as assigned by the supervisors.

Qualifications

Applicants should:

- (a) have a diploma or above in Human Resources Management, Business Administration, Accounting or related disciplines;
- (b) have at least one year of office administration experience;
- (c) have a good command of both written and spoken English and Chinese;
- (d) have good proficiency in computer applications including MS Word, Excel and Chinese word processing;
- (e) have good communication and interpersonal skills; and
- (f) be mature and detail-oriented.

Applicants with a recognised degree in related disciplines but less experience will also be considered.

Remuneration

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

14 July 2021