



PolyU Technology and Consultancy Co. Limited (PTeC), the wholly owned subsidiary of The Hong Kong Polytechnic University, is looking for a capable individual to join our team in the following capacity:

Post Specification

Project Officer

(2-year renewable contract with Gratuity Bonus)

Duties

The appointee will be required to:

- (a) provide administrative support to consultancy projects / technology licensing projects undertaken by academic staff and departments, including:
 - review and advise on tender and agreement terms and conditions and summarise obligations and contract risks to management;
 - work effectively and efficiently with project team, cross-functional departments and external partners to ensure signing of contract and project milestones are delivered on time and within budget;
 - oversee project budgets, project procurements, invoicing, payment, inventory, assets, facilitate recruitment of consultancy project staff, handle customer complaints;
 - monitor compliance of project documentation to ISO9001 standards, university regulations and where applicable, industry standards;
 - independently draft and review outgoing documents to ensure consistent quality and standards; and
 - draft reports and prepare data to departments / management as and when required.
- (b) assist the General Manager in establishing and maintaining business relationship with both external partners and academic consultants to turn business opportunities to consultancy projects.
- (c) work closely in a team on assigned tasks in relation to system and workflow enhancements, design new forms and templates as and when required.
- (d) perform and support other tasks and ad-hoc projects as assigned.

Qualifications

Applicants should:

- (a) have a recognised degree, with at least 5 years project management/coordination and/or sales administration exposure;
- (b) have a good command of both written and spoken English and Chinese (Cantonese and Putonghua);
- (c) have experience in reviewing and negotiating agreement terms with the client;



- (d) have a strong interpersonal and communication skills;
- (e) be able to work independently, reliably and flexibly and prioritise to get work done;
- (f) have strong analytical skills, problem solving and decision making skills;
- (g) have proficiency in MS Office, especially Excel and Powerpoint.

Remuneration and Conditions of Service

We offer a 5-day work week, medical/dental benefits and initial appointments will be on a fixed-term gratuity-bearing contract. Interested candidates please apply with detailed CV, stating CURRENT and EXPECTED SALARY and the date available for employment to human.resources@polyu.edu.hk. Recruitment will continue until the position is filled. Please read the [Personal Information Collection Statement for Recruitment](#) before making an application.

28 Mar 2023