

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/Assistant Project Officer (2-year renewable contract with Gratuity Bonus)

Duties

The appointee will be required to:

- (a) provide administrative support to consultancy projects/ licensing agreements signed with PolyU or its subsidiaries, including:
 - vet and advise on tender and agreement terms and conditions, as well as obligations and contract risks to management;
 - work effectively and efficiently with project teams, cross-functional departments and external partners to ensure smooth execution of the agreements including, but not limited to signing of contract, and tracking project milestones, spending, and risk management;
 - oversee project budgets, project procurements, invoicing, payments, inventory, assets, facilitate recruitment of consultancy project staff, and handle customer complaints;
 - monitor compliance of project documentation according to ISO9001 standards, university policies, regulations and applicable industry and regulatory standards;
 - independently prepares consultancy related documents to customers and stakeholders that align with the company's quality and standards;
 - review and evaluate project performance to provide feedback to management for improvements;
 - draft reports and prepare data to departments and management as and when required.
- (b) assist the General Manager in establishing and maintaining business relationships with both external partners and academic consultants to convert business opportunities into consultancy projects.
- (c) work closely as 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 of 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 clients;
- (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 and problem solving skills;
- (g) have working experience in research institutions or technology transfer offices will be an advantage;
- (h) have proficiency in MS Office, especially Excel and PowerPoint.

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.

4 Dec 2025