

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

Post Specification

Part-time Project Assistant (Ref. 21122302)

[Appointment period: twelve months]

Duties

The appointee will provide administrative assistance for the Knowledge Management and Innovation Research Centre (the Centre). He/She will be required to:

- (a) provide secretarial support to the Centre;
- (b) assist in the administration, coordination and promotion of various activities of the Centre;
- (c) handle internal and external correspondence of the Centre; and
- (d) perform any other duties as assigned by the Head of Department or his delegates.

The appointee will be required to work up to 18 hours per week. Working time is flexible. The appointee may be requested to work in campus during some period of time. Frequency and working hours are negotiable.

Qualifications

Applicants should:

- (a) have an honours degree or an equivalent qualification;
- (b) have a good command of both written and spoken English and Chinese, preferable with fluency in Putonghua;
- (c) be able to work under pressure and tight schedule; and
- (d) have good interpersonal and communication skills.

Preference will be given to those with experience in event management.

Applicants are invited to contact Ms Vivien W. Y. Shek at 3400 3156 or email vivien.shek@polyu.edu.hk for further information.

Remuneration

The remuneration rate is HK\$122 per hour.

Applicants who have responded to the pervious advertisement need not re-apply.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to vivien.shek@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Recruitment will continue until the position is filled. Applications should be addressed directly to Ms Vivien W. Y. Shek (please state Department of Industrial and Systems Engineering on the envelope).** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

23 December 2021