

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF AERONAUTICAL AND AVIATION ENGINEERING

Post Specification

Assistant Officer (Ref. 22051702-JCS)

[Appointment period: twelve months]

Duties

The appointee will be required to:

- (a) provide administrative support for programmes, promotion and marketing related activities;
- (b) coordinate special projects or events, and liaise with internal and external parties;
- (c) provide secretarial support to various committees and meetings;
- (d) handle information flow and maintain an effective record for the Unit; and
- (e) perform any other duties as assigned by the Head of Unit or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree or an equivalent qualification plus around two years of relevant experience;
- (b) a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (c) proficiency in computer skills, including Microsoft Office, eSurvey and eForms, and Chinese word processing, proficiency in design software such as Adobe Illustrator being an advantage;
- (d) good interpersonal, communication and presentation skills; and
- (e) a proactive attitude and ability to work independently.

Preference will be given to those with solid experience in programme administration/marketing promotion in tertiary institutions.

Remuneration

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

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 hrstaff@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. **Consideration of applications will commence on 23 May 2022 until the position is filled.** 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.

17 May 2022