

THE HONG KONG POLYTECHNIC UNIVERSITY

CHINESE LANGUAGE CENTRE

Post Specification

Part-time Clerk (Ref. 20101205)

[Appointment period: twelve months initially, with possibility of further appointment]

Duties

The appointee will be required to:

- (a) provide administrative and operational support to the Centre;
- (b) provide support to subject administration, counter service and daily operation;
- (c) assist in the coordination and organization of institutional activities;
- (d) handle enquiries from staff, students and relevant stakeholders; and
- (e) perform any other duties as assigned by the Director of Centre or his delegates.

The appointee may be required to work beyond or outside normal office hours.

Qualifications

Applicants should have:

- (a) five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics OR a recognised certificate. Preference will be given to those with an associate degree/higher diploma or an equivalent qualification;
- (b) at least two years' clerical/administrative support experience, preferably gained in education settings;
- (c) good computer literacy especially in MS Word, Excel, PowerPoint and Chinese word processing;
- (d) a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (e) good communication and interpersonal skills; and
- (f) a pleasant personality and be a good team-player.

Remuneration

The remuneration rate is HK\$90 per hour.

12 October 2020