

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF FACULTY OF BUSINESS

Post Specification

Assistant Officer (two posts) (Ref. 21022604-E)

Duties

The appointees will be required to:

- (a) provide administrative support to postgraduate programmes offered on campus and/or off campus, related student activities, programme matters and centralized academic exercises;
- (b) provide secretarial services to committees and meetings;
- (c) plan, co-ordinate and implement marketing and promotional activities such as seminars, conferences, ceremonies, exhibitions and information days, etc.;
- (d) liaise with internal departments, administrative units and external organizations to execute various events, activities and programmes; and
- (e) perform any other duties as assigned by the Dean of Faculty or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with several years of relevant post-qualification experience;
- (b) good communication and interpersonal skills;
- (c) good computer literacy, including PowerPoint and Chinese word processing; and
- (d) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua.

Preference will be given to those with solid knowledge of the tertiary education sector in Hong Kong and the Chinese mainland.

Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

26 February 2021