

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**HEALTH, SAFETY AND ENVIRONMENT OFFICE**

**Post Specification**

**Assistant Officer** (Ref. 21022605)  
**[Appointment period: six months]**

**Duties**

The appointee will be required to:

- (a) support the operations of the Dangerous Goods Management Team (DGMT) including but not limiting to the following: Dangerous Goods Store management, chemical orders compliance check, receiving of chemical orders, security clearance for chemical suppliers, chemical delivery to users, updating of chemical inventory system, and stocktaking data uploads and management;
- (b) coordinate collection of hazardous wastes (chemical and clinical) from user departments;
- (c) liaise with licensed contractor(s) for the collection of hazardous wastes (chemical and clinical);
- (d) liaise with the Facilities Management Office on matters related to Dangerous Goods Stores and Hazardous Waste Stores; and
- (e) perform any other duties as assigned by the Head of Office or his/her delegates.

The appointee may be required to work outside normal office hours occasionally when necessary.

**Qualifications**

Applicants should have:

- (a) a recognised degree or an equivalent qualification;
- (b) at least three years of post-qualification experience, preferably with practical experience in chemical management or laboratory testing;
- (c) proficient computer skills including MS Word, Excel, and PowerPoint;
- (d) good interpersonal and communication skills; and
- (e) a good command of both written and spoken English, and be able to communicate effectively in both written and spoken Chinese.

Applicants with less experience may be considered for appointment at a lower level.

**Remuneration**

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

26 February 2021