

# THE HONG KONG POLYTECHNIC UNIVERSITY

## OFFICE OF FACULTY OF CONSTRUCTION AND ENVIRONMENT

### Post Specification

**Executive Assistant / Senior Clerk** (Ref. 21030306-E)

### Duties

The appointee will be required to:

- (a) provide support to the programmes and research administration of the Faculty Office;
- (b) assist in partnership and marketing activities of the Faculty Office;
- (c) handle information flow and maintain an effective record system;
- (d) liaise with University's internal departments, external organizations and students, and handle enquiries; and
- (e) perform any other duties as assigned by the Dean of Faculty and the Faculty Secretary or their delegates.

### Qualifications

Applicants should:

- (a) have a recognised degree or have 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 with at least five years of relevant experience;
- (b) have a good command of English and Chinese (both written and spoken), with fluency in Putonghua being an advantage;
- (c) have good interpersonal and communication skills;
- (d) have positive working attitude and be a good team player;
- (e) have hands-on computer skills, e.g. PowerPoint, Excel, and Chinese word processing; and
- (f) be willing to work outside normal office hours as deemed necessary.

Preference will be given to candidates with some working experience in tertiary institutions. Shortlisted candidates may 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.

3 March 2021