

THE HONG KONG POLYTECHNIC UNIVERSITY

INSTITUTE FOR ENTREPRENEURSHIP

Post Specification

Assistant Manager (Ref. 21030503-E)

Duties

The appointee will be required to:

- (a) provide management support on the development and operation support for entrepreneurship funding programmes in Hong Kong and the Greater Bay Area;
- (b) monitor and support the progress and development of supported startups under the funding programmes;
- (c) plan and organize joint events to promote the funding programme;
- (d) assist in the development and operation of joint programmes with partners, both locally and internationally; and
- (e) perform any other duties as assigned by the Director of the Institute or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Business, Marketing, Science, Engineering, Design or a related discipline;
- (b) have at least five years of relevant post-qualification experience, preferably in innovation or technology industry, entrepreneurship / startup accelerator, incubator, co-working space or community builder;
- (c) have an excellent command of both written and spoken English and Chinese, including Putonghua;
- (d) be proactive and able to work independently and under pressure;
- (e) be a good team player with good interpersonal, communication and presentation skills; experience in working with the government and/or mainland China entities is a definite advantage;
- (f) have excellent project management skills, problem-solving skills and strong drive for success; and
- (g) be good at multitasking.

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.

5 March 2021