

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Executive Assistant (Ref. 21032401-E)

Duties

The appointee will be required to:

- (a) provide administrative and clerical support to designated functional area(s) and may have rotation to different functional areas at the same job level;
- (b) lead or coordinate the subject areas of a limited scope in a specific functional team of the School, e.g. inbound/outbound student exchange programmes, housekeeping/domestic service, and assist in some research administration and finance matters;
- (c) handle enquiries from staff and students in relation to the responsible subject areas;
- (d) exercise independent judgment at appropriate operational level to ensure the laid down procedures are observed and complied with;
- (e) maintain and update the database of the subject areas assigned;
- (f) provide secretarial support to committees and meetings;
- (g) supervise frontline staff to ensure quality discharge of the duties assigned; and
- (h) perform any other duties as assigned by the Head of School or his delegates.

The appointee may be required to work on irregular hours including evenings.

Qualifications

Applicants should:

- (a) have a recognised degree with some administrative experience;
- (b) have a good command of both written and spoken English and Chinese, preferably with fluency in Putonghua;
- (c) be detail-oriented and be able to work independently and proactively to complete recurrent assignments and make continuous quality enhancements;
- (d) have good interpersonal and communication skills; and
- (e) have proficiency in computer applications including MS Word, Excel, PowerPoint and Chinese word processing.

Preference will be given to those with administrative experience in tertiary education sector.

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.

24 March 2021