

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

Post Specification

Executive Officer (Ref. 21040905-E)

Duties

The appointee will be required to:

- (a) serve as an assistant to the Head of the Department and provide day-to-day administrative support for the Head's Office;
- (b) handle sensitive and confidential matter in a professional manner;
- (c) support the administration of research-related initiatives and collaborations;
- (d) organise and run internal/external events and activities, and liaison with related parties;
- (e) assist in compilation of departmental proposals, reports and write-ups;
- (f) provide secretarial support to committees and working groups;
- (g) supervise clerical staff and/or other subordinates; and
- (h) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree plus at least five years of relevant post-qualification experience;
- (b) high self-motivation and the ability to work independently;
- (c) excellent communication and interpersonal skills;
- (d) a good command of written and spoken English and Chinese, with fluency in Putonghua being an advantage; and
- (e) good computer literacy.

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.

9 April 2021