

THE HONG KONG POLYTECHNIC UNIVERSITY

CHINESE LANGUAGE CENTRE

Post Specification

Clerk (Ref. 21041209-E)

Duties

The appointee will be required to:

- (a) provide operational support to subject administration, including class timetabling, subject registration, examination and curriculum review;
- (b) assist in the coordination and organization of institutional activities / events;
- (c) manage the filing systems, update and maintain filing records;
- (d) handle enquiries from staff, students and relevant stakeholders;
- (e) render logistic support to office administration and daily operation of the Centre, such as staffing and finance matters, report compilation, counter and mailing service; and
- (f) perform any other duties as assigned by Director of Centre or his/her delegates.

The appointee may be required to work beyond normal office hours.

Qualifications

Applicants should have:

- (a) 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 or a recognised certificate. Preference will be given to those with an associate degree/higher diploma or an equivalent qualification;
- (b) at least three years' clerical / administrative support experience, preferably gained in tertiary institutions or similar organizations;
- (c) good computer literacy especially in MS Word, Excel, PowerPoint and Chinese word processing;
- (d) a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (e) a strong sense of responsibility and be attentive to details;

(f) good communication and interpersonal skills; and

(g) a pleasant personality and be a good team-player.

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.

12 April 2021