

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Executive Officer (Ref. 21060904-E)

Duties

The appointee will be required to:

- (a) support and assist the Director of the Office or his delegates to oversee the daily operation of the Office;
- (b) provide administrative support in arranging training and staff development activities including collection and analysis of data, drafting of proposals, preparation of papers and organization of workshops;
- (c) provide secretarial and administrative support such as preparation of minutes, notes and reports;
- (d) assist in preparing necessary documentation and maintaining proper record of documents;
- (e) supervise and lead junior staff members;
- (f) liaise and co-ordinate with different teams of the Office, academic and non-academic units of the University as well as external organizations; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree plus at least five years of administrative experience at supervisory level, preferably with some work experience being gained in sizable organizations or tertiary institutions;
- (b) have an excellent command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (c) have sound communication and presentation skills as well as good computer literacy;
- (d) be able to formulate and implement plans independently and work under pressure; and
- (e) be pleasant, proactive and a good team player.

Preference will be given to those with experience in facilities management.

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.

Revised on 30 June 2021