

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Assistant Manager (Ref. 21061618-E3)

Duties

The appointee will report to the Administrative and Ancillary Services Section and be required to:

- (a) provide management and administrative support to the Senior Administrative Manager;
- (b) assist in overseeing the daily operation of the Section and rendering necessary support for the sustainable development of the Office;
- (c) work closely with the Human Resources Office to deal with human resources matters and formulate the related procedures in the Office;
- (d) implement staff development and training plan for the Office;
- (e) supervise and coach subordinates with ongoing guidance and support;
- (f) assist in reviewing and setting guidelines, procedures and processes of the Office;
- (g) build and maintain an effective team to facilitate the development of the Office; and
- (h) handle any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with at least five years of post-qualification supervisory experience in related field;
- (b) creativity, flexibility, agility and professionalism in his/her work;
- (c) excellent presentation and strong analytical skills as well as good interpersonal and communication skills to work with colleagues at all levels;
- (d) ability to work under pressure and independently; and
- (e) an excellent command of both written and spoken English and Chinese.

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