

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF ENGLISH AND COMMUNICATION

Post Specification

Executive Officer (Ref. 21071908)

[Appointment period: seven months]

Duties

The appointee will be required to:

- (a) provide administrative support to academic programmes, scholarship and related student activities;
- (b) oversee the work of a team of clerical staff and assist the supervisor in daily general office administration and supervision of support staff;
- (c) provide secretarial service and administrative support to committees and meetings;
- (d) manage budgets and accounts for various departmental projects and provide support to research-related activities and research degree programmes;
- (e) compile statistical and financial reports for different exercises;
- (f) liaise with the University's internal departments and external organizations; and
- (g) perform any other duties as assigned by the Head of Department or his/her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with at least five years of solid programme administrative and supervisory experience, preferably gained in tertiary education;
- (b) an excellent command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (c) excellent interpersonal and communication skills;
- (d) good supervisory, liaison and organizational skills;
- (e) strong problem solving skills and analytical ability; and
- (f) high self-motivation and the ability to complete tasks independently.

Shortlisted candidates will be invited to sit for a written test.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 2 August 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

(Revised on 1 September 2021)