

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**Department of Electronic and Information Engineering**

**Post Specification**

**Project Administrative Assistant**

**[Appointment period: twelve months]**

**Duties**

The appointee will be required to:

- (a) provide logistic support to departmental events such as seminars, competitions, and open day;
- (b) assist in general office duty, administration and data entry;
- (c) man the service counter and handle general inquiries;
- (d) provide clerical support to teaching and learning and /or other related departmental activities/projects;
- (e) provide photocopying service and post notices;
- (f) receive and dispatch documents and correspondences within and outside the campus;
- (g) clean up and setting of meeting rooms, common rooms, pantry and offices;
- (h) perform manual labour work, including moving furniture, equipment, etc.; and
- (i) perform any other duties as assigned by the Head of the Department or his delegates.

**Qualifications**

Applicants should:

- (a) have 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;
- (b) have knowledge of computer applications such as MS Office software;
- (c) a fair command of both written and spoken English and Chinese; and
- (d) be pleasant and hardworking;
- (e) be willing to work outside normal office hours when deemed necessary.

Applicants are invited to submit an application by sending the [application form \(HR Form 7A\)](#) via email to Ms Sandy Tong at [sandy.tong@polyu.edu.hk](mailto:sandy.tong@polyu.edu.hk). Please contact Ms Sandy Tong at 2766 6223 for further information.

**Remuneration and Conditions of Service**

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

**Deadline for application: Recruitment will continue until the position is filled.**

18 October 2018