

Assistant Officer, Digital Integrated Services	Post Date: 7 November 2019
Digital Transformation Division	Deadline: 21 November 2019
Ref: DTD244/HKCS/071119	HKCS

**Job Duties:**

- Provide full spectrum of administrative and logistic support for IT consultancy and training programs
- Handle purchase order, project administration, compile financial report to support PMO daily operation
- Support PMO to prepare quotations, approval memos, reports, etc for projects
- Coordinate with cross divisions, clients, vendors and trade associations for project implementation
- Provide support to project prospection, seminars, training and marketing activities
- Handle ad hoc projects and assignments

**Job Requirements:**

- Diploma or above in Business Administration, Computer Science with relevant experience
- Those with 2 years' relevant experience in ERP and project administration an advantage
- Proficient skills in MS Word, Excel, PowerPoint and Chinese Word Processing
- Attentive to details, mature, self-initiative, good interpersonal and communication skill and able to work independently
- Good command of both spoken and written English and Chinese, including Putonghua
- Applicants may be considered for other positions if not matching the requirements of the subject position

**Application:**

HKPC will take into consideration both the quantitative and qualitative requirements of the post when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to [rdtd24419@hkpc.org](mailto:rdtd24419@hkpc.org) (quoting the reference number on the subject heading) **on or before 21 November 2019**.

Applications not quoting reference number will lead to late processing.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.