

<b>Senior Administrator</b>	<b>Post Date: 5 September 2019</b>
<b>Digital Transformation Division</b>	<b>Deadline: 19 September 2019</b>
<b>Ref: DTD221/HKCS/050919</b>	<b>HKCS</b>

**Job Duties:**

- Provide full range of secretarial and administrative support to the General Manager, the division and the unit Project Management Offices (PMOs)
- Support project management, master ERP application, training system application, event Xtra/ eDM system application, monitor project progress and perform check-point review
- Collate project and financial information, and KPI from different parties and sources, and compile management reports
- Liaise with unit heads and staff members on division and the unit operations and ensure compliance with corporate directions, policies and practices
- Assist in scheduling and organizing appointments, meetings and functions in the right priority
- Prepare correspondence, agenda, minutes and materials for meetings, and undertake follow-up actions
- Liaise with external parties, including business partners and clients, handle enquires and make referrals where appropriate
- Support ad hoc projects and assignments when required

**Job Requirements:**

- Degree in IT, Business Administration or related disciplines or equivalent
- Three years or more solid experience in secretarial and administrative duties
- Substantial experience in supporting management executives and division operations preferred
- Strong sense of accountability and sensitivity to confidentiality of information and office matters
- Mature personality with self-discipline, be able to handle multi-tasks with different timelines, initiative, integrity and excellent interpersonal and communication skills
- Good planning and organization skills, and able to work under pressure
- Proficiency in MS office
- 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 [rdtd22119@hkpc.org](mailto:rdtd22119@hkpc.org) (quoting the reference number on the subject heading) **on or before 19 September 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.