

Administrator	Post Date : 24 October 2019
Management Information System Unit	Deadline: 7 November 2019
Ref: MIS259/HKCS/241019	HKCS

Job Duties:

- Assist teams to implement IT projects, provide basic technical and user support
- Provide full range of secretarial and administrative support to the MIS Unit
- Support and monitor IT procurement, fixed asset, software inventory and IT equipment.
- Liaise with external parties, including business partners and clients, handle enquires and make referrals where appropriate
- 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
- Support ad hoc projects and assignments when required

Job Requirements:

- Diploma or above with at least 2 years' relevant working experience
- One year or more solid experience in secretarial or administrative duties
- Knowledge in IT and experience in using SAP for IT equipment purchase and fixed asset management is an advantage
- Familiar with Microsoft Office and Windows operating systems, in particular, using Excel to summarize and present the financial figures
- 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
- Good command of both written and spoken English and Chinese, including Putonghua
- Applicants may be considered for other positions if not matching the requirements of the subject position

Applications:

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 rmis25919@hkpc.org (quoting the reference number on the subject heading) **on or before 7 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.