

Officer, Service Innovation	Post Date: 3 July 2020
Digital Transformation Division	Deadline: 16 July 2020
Ref: DTD081/HKCS/030720	HKCS

Job Duties:

- Assist consultants to implement projects in relation to assessment schemes, industry awards, surveys, industry programmes and consultancy projects
- Perform quality control, keep track of project progress and give regular updates to supervisor
- Conduct research work, monitor research fieldwork quality and review data results, and compile reports
- Work with the team to deliver projects on time and quality, and liaise with parties concerned
- Assist the team in promoting services to relevant industries
- Support ad hoc assignments from supervisor

Job Requirements:

- Bachelor degree or above from disciplines such as Business Administration, Social Sciences, Communication or equivalent
- Minimum 2 years' work experience preferably in the areas of project management
- Good analytical, problem solving and project management skills
- Strong planning and organisation skills, attentive to details a must
- Good interpersonal, presentation and communication skills
- 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 rdtd08120@hkpc.org (quoting the reference number on the subject heading) **on or before 16 July 2020.**

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.