

Assistant Project Officer, Distance Business Programme (D-Biz)	Post Date: 2 September 2020
Digital Transformation Division	Deadline: 15 September 2020
Ref: DTD184/HKCS/020920	HKCS
	No. of vacancy: 20

Job Duties:

- Assist in implementing the Government funding programme to support enterprises to fast-track the acquisition of technology solutions to continue their business remotely
- Support assessment of Government funding programme applications
- Prepare relevant documents required for funding disbursement
- Assist in maintaining the database established for the funding programme
- Perform quality control, keep track of project progress and give regular updates to supervisor
- Support project work, coordinate with clients and vendors
- Handle and follow-up administrative work and enquiries

Job Requirements:

- Bachelor degree in IT, Computer Studies, Business or related disciplines, fresh graduate is also welcome
- With relevant experience or customer service experience preferred
- Good problem solving skills
- Good interpersonal, presentation and communication skills
- Proficiency in Microsoft Office and Chinese Word Processing
- 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

Notes:

This is a Funding Scheme Programme for a period of 1 year.

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. The successful candidates will be employed on a fixed-term contract basis, which is renewable subject to appointee's performance and the Council's development needs.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rdtd18420@hkpc.org (quoting the reference number on the subject heading) **on or before 15 September 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.