

Assistant Officer

Digital Transformation Division

Ref: DTD284/21, 3843/HKCS/041021

Job Description

Who we are looking for:

- Creativity in new ideas and future focus vision.
- Collaboration with colleagues and the community at large.
- Work Smart, Play Smart!

What you'll do:

- Provide full range of administrative support to the team and supervisor, and support internal control matters
- Coordinate with different parties both internally and externally and undertake follow-up actions for project and procurement matters
- Implement policies and procedures to enhance operational efficiency, and perform office administration
- Prepare management reporting and analyses on operation and financial matters, and support project management
- Handle general enquiries and service requests, and provide effective solutions
- Prepare correspondence and documentary records, and maintain proper document management
- Support projects and duties assigned by supervisor

You'll be a good fit if you have/are:

- Diploma or above qualification in Business, Computer Science, or Engineering related discipline
- At least 1-year relevant experience in secretarial or administrative duties
- Experience in implementing government funding schemes and / or handling Government funded projects is an advantage
- Good planning and organization skills, and able to work under pressure
- Able to handle multi-tasks under tight timelines, show good initiation, integrity and excellent interpersonal and communication skills
- Familiar with MS Office applications
- Good command of English, Cantonese and Putonghua

Note:

1. Applicant may be considered for other positions if not matching the requirements of the subject position.

2. This is a temporary position for a period of 12 months.

What we offer and What you'll like here:

- Innovative and energetic culture with smart outfits and sport shoes
- Professional lab and latest technology to actualize your creative ideas
- Prime location with good public transport network

Apply now if you're ready to take the challenge! Do not miss this opportunity to join us to Create Value and "MAKE SMART SMARTER"!

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 are welcome to submit application at the HKPC e-Recruitment System (careers.hkpc.org) in 1 week from the posting date. Recruitment will continue until the position is filled.

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.