

Officer, Training and Event

Digital Transformation Division

Ref: DTD173/22, 6366/HKCS/140422

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:

- Monitor and evaluate training programs, process and workflows for quality and effectiveness. Make recommendation for improvement.
- Manage instructor schedules, coordinate classes start at multiple locations, manage training materials and equipment, and point of contact with vendor and participants.
- Support in creating and implementing new training programs.
- Maintain training records. (e.g. trainee lists, schedules, and attendance sheets)
- Prepare reports on training activities and results.
- Handle programs financial activities and ensure invoice are paid
- Coordinate business events for Digital Transformation for enterprise 4.0 including seminar, conference, study mission and training, etc.

You will be a good fit if you have/are:

- Bachelor degree in computer science, marketing or business administration related discipline
- 3 years or above working experience in event management or training organization. Preferably with experience on industry/marketing survey or knowledge of instructional design process.
- Relevant work experience in training program management preferably in Information Technology training industry
- Experience in interacting with and influencing all levels of management, and leading collaboration with international technology solution partners
- Proven track record in delivery high quality training program and understand adult learning concept and techniques
- Excellent presentation, facilitation, and classroom delivery skills
- Experience in managing Profit & Loss able to effectively manage cost, revenue, and margin
- Great ability to work independently with strong analytic and problem-solving skills
- Good command of English, Cantonese and Putonghua

Note:

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

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
- 5-day work week
- Prime location with good public transport network
- MPF Top-up and dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)
- Professional training and career advancement opportunities

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) within 2 weeks 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.