

The Caritas Institute of Community Education (CICE) is constituent college of Caritas Community Education Service dedicated to providing high quality academic, vocational and professional programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

### **Administrative Assistant**

**Department of Government-subsided Programmes (Ref.: AA/DGSP/05/2017)**

#### **Duties and Responsibilities**

- Provide clerical and over-the-counter service support to the day-to-day operations of a centre of the CICE
- Assist academic and administration department in the operations and management of a range of full-time and part-time programmes
- Provide logistical support of functions and events organized by the CICE
- Maintain data and information in both paper files and a computer information system

#### **Qualifications and Requirements**

- Passes in 5 subjects in HKCEE including English and Chinese; or Level 2 or above in 5 subjects including English and Chinese in HKDSEE; or equivalent
- Proficient in MS Word, Excel, PowerPoint, and Chinese typing
- Good manners and interpersonal skills
- Work irregular hours when required

Application together with detailed resume stating current and expected salaries should be sent by post to: **Manager, Human Resources, Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong** or by email to [recruit@cice.edu.hk](mailto:recruit@cice.edu.hk) no later than 29 September 2017.

(All information provided will only be used for recruitment related purposes.)