Administrative Assistant II (Ref. no. AA/DGSP/02/2016)
Department of Government-subsidized Programmes

Duties and Responsibilities
- To assist in daily operation of the Caritas Community Education Centres / CICE Centres
- To assist in the operation of subvented course matters, including admissions, registration, handling of student’s records and enquiries; and courses administration
- To follow up programme marketing and promotion activities
- To handle ad hoc projects
- To work in different Caritas Community Education Centres / CICE centres
- To take on any other duties as assigned by the supervisor(s)

Qualifications and Requirements
- Level 2 or above in five subjects in the HKDSEE including English and Chinese; or
- Grade E or above in five subjects in the HKCEE including English and Chinese
- Relevant work experience
- Proficient in MS Word, Excel and Chinese word-processing
- Student-oriented, helpful, polite and attentive to details and have good interpersonal skills
- Good team player with a strong sense of responsibility
- Able to work on shift and in irregular hours when necessary

Application together with detailed resume stating current and expected salaries should be sent by post to: Associate Head (Finance and Administration), Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong or by email to recruit@cice.edu.hk no later than 26 August 2016 (Friday).