

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-subsidized Programmes (Ref. no.: AA/DGSP/01/2018)

The appointee is expected to perform the following duties: (1) provide clerical and over-the-counter service support to the day-to-day operations of a centre of the CICE; (2) assist academic and administration department in the operations and management of a range of full-time and part-time programmes; (3) provide logistical support of activities organized by the CICE; and (4) maintain data and information in both paper files and a computer information system.

Candidates should (a) pass 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; (b) be proficient in MS Word, Excel, PowerPoint, and Chinese typing; and (c) have good manners and interpersonal skills.

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 no later than 26 February 2018.

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