Assistant Manager, Placement (Ref.: AMP/GSD/05/2015)
Government-Subvented Department

Duties and Responsibilities

- To conduct and monitor the placement services for the graduates of various programmes
- To assist in handling programme planning, delivery and administration
- To assist in planning the marketing and promotion of centre programmes
- To liaise with or look for the collaborating partners / potential employers
- To provide statistical information and prepare reports related to programme and placement service
- To supervise support staff
- To assist, provide support and organize activities / function related to placement service
- To provide support to activities and functions organized by Department
- To perform other duties as assigned by the supervisor(s)

Qualifications and Requirements

- Bachelor Degree; preferably in Social Sciences or related disciplines and at least two years of relevant work experience
- Good command of written and spoken English and Chinese (including Cantonese and Putonghua)
- Sound Computer knowledge, particularly in MS office applications
- Good organizational and problem-solving skills
- Good communication and presentation skills to interact with adult learners with diverse background
- Meticulous, multi-tasking, and mature
- 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 the Associate Head (Administration), Caritas Institute of Community Education at Room 506, 2 Caine Road, Hong Kong or by email to recruit@cice.edu.hk no later than 27 November 2015.

Please state the position and reference number on the covering letter.

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