Job Title: Assistant Officer
Department: Department of Electronic & Computer Engineering

Job Posting Details

The Department of Electronic and Computer Engineering (ECE) is looking for a candidate to provide a variety of administrative assistance in ECE store room.

The appointee is required to: i) stock take the equipment in ECE Laboratories; ii) assist the inventory controller of ECE store room; and iii) provide general procurement support and general office administrative support.

Applicants should have a diploma or above, preferably an associate degree or a bachelor’s degree. Applicants with at least 5 passes including English (min. Grade C if Syllabus A or level 2 if results were obtained from 2007 onwards), Chinese and Mathematics in the HKCEE; OR 5 subjects, including English Language, Chinese Language and Mathematics attaining level 2 or above (or equivalent) in the HKDSE, plus solid relevant experience will also be considered. They should have a good command of written and spoken English and Chinese (Cantonese and Putonghua) and possess solid computer literacy. The ideal candidate should be a strong team player, meticulous at work, and with sound interpersonal and communication skills. (Duration: 1 year)

Fringe benefits including annual leave, medical and dental benefits will be provided where applicable.

Application Procedure
In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (https://hkustcareers.ust.hk) and return it online to the Human Resources Office on or before Monday, 30 November 2020. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.