

## **HONG KONG SHUE YAN UNIVERSITY**

### **Position: Centre Assistant (Business, Economic and Public Policy Research Centre)**

Applicants should possess

- (i) a Bachelor's degree, preferably with some experience in the education sector;
- (ii) good command of both written and spoken English and Chinese (including Putonghua);
- (iii) a strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills.

The appointee will provide administrative support and secretarial support to Business, Economic and Public Policy Research Centre.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to the Director of Business, Economic and Public Policy Research Centre at [exe\\_bepp@hksyu.edu](mailto:exe_bepp@hksyu.edu) *on or before October 28, 2018*.

*Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.*

Application form can be downloaded at <https://www.hksyu.edu/en/about/career/>