



Senior Officer, Programme Development

Responsibilities:

- Assist in course delivery logistics in both face-to-face class and virtual delivery
- Provide clerical support to all training related activities of the Academy
- Provide administrative support in the Academy's Learning Management System and other online learning systems
- Assist in compilation of training records, reports and statistics for quality assurance and related purpose
- Perform any ad hoc assignments as required

Requirements:

- Higher diploma holder or above
- Minimum 1 year's relevant working experience
- Preferably in airport / airline operations environment or education institutions with hands-on course support experience
- Strong communication and interpersonal skills
- Good spoken English and Chinese (Putonghua and Cantonese)
- Candidates with less experience will be considered as Officer, Programme Development