

## Programme Coordinator

The Manufacturing Enterprise Integration & Innovation Association (MEIIA) is a not for profit cross industry organization that focus on integration and innovation to help enterprises increase their competitiveness. Recently MEIIA was engaged by the HK Government as one of the organizers to execute a training programme, namely, “2009/10 IT Training Programme for SMEs”.

The following post is required to help execute this programme:

Job Title:	Programme Coordinator
No. of Vacancy	1
Job Duties:	<ul style="list-style-type: none"> <li>- Coordinate overall training activities</li> <li>- Schedule training classes with trainers</li> <li>- Arrange training venue booking</li> <li>- Handle student registration</li> <li>- Follow up student feedback and survey</li> </ul>
Qualification:	- University degree holder, preferably in IT, engineering or related discipline
Experience:	<ul style="list-style-type: none"> <li>- At least 1 year working experience</li> <li>- Experience in training coordination is an advantage</li> </ul>
Job Period:	10 months
Salary:	Maximum HK\$9,000 per month
Other terms:	Contract term, 9am – 6pm, 5-day week Gratuity up to 1 month salary may be considered upon satisfactory completion of the whole project term

Applicants should send an application letter, together with a detailed resume, salary expected and contact telephone number by fax to 8102 2051, or by email to [secretary@meiia.org](mailto:secretary@meiia.org), or by mail to:

Manufacturing Enterprise Integration & Innovation Association  
 Unit B, 15<sup>th</sup> Floor, Winsan Tower, 98 Thomson Road, Wanchai, Hong Kong.

The application (with the reference number quoted) should be reached to MEIIA on or before 25 Sep 2009. Late submission will not be considered.

Personal data collected will be used for recruitment purpose only. Applicants not invited for interviews within 4 weeks may consider their applications unsuccessful and the applications will be destroyed by MEIIA within 3 months.