

BRE General Office 2017/18

Name	Title	Key responsibilities
Mrs Vivien KAO	Senior Executive Officer <i>Ext. 5809</i> <i>Vivien.kao@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Assist the HoD in the implementation of University policies and day to day management of the Department • Overall supervision of BRE General Office • Departmental staffing matters • Departmental finance • DMC/DSC/DAC/DLTC/DRC Secretaries • Programme QA and accreditations
Miss Clara HUI	Personal Secretary <i>Ext. 5140</i> <i>Clara.hui@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Personal Secretary to Head • Petty cash custody • Booking of PolyU cars • Retrieve SFQ data and compile SFQ data list
Ms Christine YEUNG	Assistant Marketing Manager <i>Ext. 3867</i> <i>c.yeung@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Marketing and publicity • Information/Consultation Day & summer school • BRE Distinguished Lecture Series & Dialogue with BRE Alumni • Support for alumni affairs/events • Secretary for Dept. Partnership Committee
Ms Janice LAU	Executive Officer (Student Affairs and Services) <i>Ext. 5885</i> <i>Kjan.lau@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Work-Integrated-Education and career liaison • Support for Academic Advising and act as Undergraduate Secretary • Support for scholarship matters • Support for student exchange • Support for mentorship scheme
Ms Irene WU	Executive Officer <i>Ext. 4367</i> <i>Irene.wu@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Overall programme administration (Ug and Pg) and operation • Timetabling Officer • Examination Officer (Administration) • BRE Scheme Secretary • Secretary for Dept. Health & Safety Committee
Miss Esther LEUNG	Assistant Officer <i>Ext. 8120</i> <i>Esther.leung@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>BSc (Hons) Surveying</i> • Deputy Examination Officer (Admin.) • Payment for DAA/External Examiners • Office stationery and photocopier
Ms Chloe SHING	Assistant Officer <i>Ext. 5808</i> <i>Chloe.shing@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Research administration • DRC Assistant Secretary • General secretarial support for Associate Head (Research)

Miss Queenie WONG	Assistant Officer Ext. 8122 <i>Queenie.wong@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>MSc/PgD Project Management</i> • Support for workload allocation • DLTC Assistant Secretary • Deputy Timetabling Officer • General secretarial support for Associate Head (Teaching)
Ms Connie YAP	Assistant Officer Ext. 3819 <i>Connie.yap@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>MSc International Real Estate</i> - <i>MSc/PgD Construction Law & Dispute Resolution</i> • Appointments/payment for part-time visiting staff/2nd contract • Support DSC operations • Logistic arrangement for Retreat • Back-up PS to HoD when PS is on leave
Mrs Gracie IP	Clerical Officer I Ext. 7770 <i>Gracie.ip@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>BSc (Hons) Building Engineering & Management</i> - <i>MSc/PgD Construction and Real Estate</i> • Support BRE space/office planning/allocation • Purchase requisition and receiving
Miss Sally CHAN	Chief Clerk Ext. 5807 <i>Sally.sm.chan@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Subject Registration Officer • Logistic support examination matters and examination board meetings • Programme administration for <i>BRE Minor in Real Estate Investment</i>. • Creation of blackboard accounts • Back-up PS to HoD when PS is on leave.
Ms Christine NG	Clerical Officer II Ext. 8121 <i>Christing.ng@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>BSc (Hons) Property Management</i> - <i>HD Building Technology & Management</i> • Co-ordination for SFQ • Typing
Ms Cecilia PANG	Clerk Ext. 5815 <i>ceci.ct.pang@polyu.edu.hk</i>	<ul style="list-style-type: none"> • General secretarial support for Associate Head (Partnership) • Clerical and logistics support for student affairs/services and marketing • Support for mass mailing/on-line promotional platforms
Ms Irene PANG	Clerk Ext. 5878 <i>irene.pang@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Research outputs (ORCID accounts) • Preparation work for RAE • Process of training visa • Issuance of appointment letters for research

		staff • Brown bag (luncheon) workshops
Mr Dave Lau	Office Assistant Ext. 5826 <i>kmdavelau@polyu.edu.hk</i>	• Receive and Dispatch • Tea and refreshment services • Photocopy • Event assistant and logistics

Notes :

1. *The above table is compiled with an intention to give direct and crisp information to staff and students by summarizing the major responsibilities of BRE General Office staff.*
2. *Staff responsibility may be subject to changes and modifications to suit the needs of the Department and the working environment.*

1 September 2017