

### BRE General Office 2018/19

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

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

		<ul style="list-style-type: none"> <li>• Issuance of appointment letters for research staff</li> <li>• Brown bag (luncheon) workshops</li> </ul>
Mr Dave Lau	Office Assistant Ext. 5826 <i>kmdavelau@polyu.edu.hk</i>	<ul style="list-style-type: none"> <li>• Receive and Dispatch</li> <li>• Tea and refreshment services</li> <li>• Photocopy</li> <li>• Event assistant and logistics</li> </ul>

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.*

20 December 2018