



香港科技大学(广州)
THE HONG KONG
UNIVERSITY OF SCIENCE AND
TECHNOLOGY (GUANGZHOU)

培训中心
TRAINING CENTER
知识转移办公室
OFFICE OF KNOWLEDGE TRANSFER

港科大(广州)知识转移办公室培训中心诚聘海内外英才

职位名称：科员

部门：香港科技大学（广州）知识转移办公室培训中心

汇报对象：中心行政负责人

工作地点：香港科技大学（广州）

职位概述：

您将在中心负责人的领导下，着重于企业合作伙伴的定制化培训项目开发与管理。您将主导企业合作关系的全生命周期管理，推动业务发展，并确保项目与培训中心的战略目标高度一致。此职位不仅要求卓越的项目管理能力，还需具备敏锐的市场洞察力、出色的客户关系维护能力以及丰富的应标和标书撰写经验。

主要职责与责任：

1. 项目开发与管理：

- 项目设计与实施：**与中心负责人紧密合作，设计并实施符合企业需求的定制化培训项目，确保项目内容与客户的学习目标高度契合。
- 全生命周期管理：**从提案开发、客户沟通、项目设计到交付、评估及续约，全面管理企业合作项目的各个环节。
- 客户关系维护：**作为企业客户的主要联络人，确保客户满意度，维护长期合作关系。
- 市场调研：**深入了解潜在客户的组织架构、行业动态及培训需求，定制化项目内容，提升项目竞争力。
- 跨部门协作：**协调内部团队、教师及外部供应商，确保项目顺利交付，包括后勤、材料和技术支持。
- 项目优化：**持续跟踪项目表现和客户反馈，及时调整策略，提升项目效果和客户满意度。

2. 业务发展：

- 合作机会拓展：**主动识别并开发潜在企业客户，推动业务增长。
- 应标与标书撰写：**负责撰写高质量的投标文件、项目建议书和标书，确保内容清晰、专业且符合客户需求，提升中标率。
- 市场推广：**与市场及公关关系团队合作，制作高质量的提案和宣传材料，展示培训中心的核心价值。
- 行业活动参与：**积极参与行业会议和网络活动，推广培训中心服务，拓展企业合作网络。
- 市场分析：**跟踪市场趋势和竞争对手动态，为业务开发提供战略支持。
- 客户需求分析：**通过深入分析客户需求，制定针对性的解决方案，并在标书中清晰呈现，提升客户信任度。

3. 行政与财务监督：

- **预算管理：**协助制定和管理项目预算，确保财务目标的达成。
 - **记录与报告：**准确记录项目交付成果、客户沟通及财务交易，定期向中心负责人提交项目进展、财务表现及客户满意度报告。
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任职资格与技能要求：

教育背景：

- 工商管理、教育或相关领域的学士学位；硕士学位优先。

工作经验：

- 至少 3-5 年高管教育项目管理、企业培训或业务开发经验，具备教育或企业环境背景者优先。
- 有丰富的应标、标书撰写及投标经验者优先。

技能要求：

- **卓越的沟通与协作能力：**能够在各个层面建立并维护与客户及利益相关者的积极关系。
 - **多任务处理与适应能力：**具备出色的组织能力，能够同时处理多项任务并适应快速变化的环境。
 - **数字化能力：**熟悉数字学习技术和在线项目交付者优先。
 - **标书撰写能力：**具备优秀的文案撰写能力，能够清晰、专业地呈现项目方案和优势。
 - **主动性与创新精神：**具备强烈的责任感和创新意识，能够主动发现问题并提出解决方案。
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核心能力：

- **贡献力：**积极参与并持续为团队和项目创造价值。
 - **协作力：**与团队内外高效合作，推动项目成功。
 - **互动力：**与客户及合作伙伴保持良好互动，建立长期信任关系。
 - **创新力：**推动创新思维，提供具有竞争力的解决方案。
 - **主动性：**主动识别问题并提出改进措施，推动项目持续优化。
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我们提供：

- 具有竞争力的薪酬和福利待遇。
 - 广阔的职业发展空间和培训机会。
 - 充满活力的工作环境，与行业顶尖专家共事的机会。
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加入我们：

如果您对企业培训项目管理充满热情，并希望在一个充满创新和协作的环境中发挥您的才能，欢迎加入香港科技大学（广州）知识转移办公室培训中心！请将您的简历和求职信发送至 [招聘邮箱]，期待您的加入！

香港科技大学（广州）知识转移办公室培训中心
企业培训部：创新引领未来，合作成就卓越

Job Title: Officer

Department: Training Center, Office of Knowledge Transfer, HKUST (GZ)

Reports to: Center Head

Location: Hong Kong University of Science and Technology (Guangzhou)

Position Overview:

The Officer will play a pivotal role in assisting the Center Head in overseeing all industry and company-related programs. This position focuses primarily on developing customized programs and fostering corporate partnerships, ensuring alignment with the strategic objectives of the training center.

Principal Duties and Responsibilities:

1. Program Development & Management:

Collaborate with the Center Director to design, implement, and oversee customized training programs tailored to meet the specific needs of corporate partners.

Manage the full lifecycle of corporate partnerships, including proposal development, client engagement, program design, delivery, evaluation, and renewal.

Act as the primary contact for corporate clients, maintaining strong relationships and ensuring a high level of customer satisfaction.

Conduct research on prospective clients to understand their organizational structure, industry dynamics, and training needs to effectively tailor program offerings.

Facilitate and lead meetings with clients to scope program requirements and ensure alignment with learning objectives.

Coordinate with internal teams, faculty, and external vendors to ensure the successful

delivery of programs, including logistics, materials, and technology support.

Monitor program performance and client feedback, making adjustments to improve program effectiveness and relevance.

2. Business Development

Coordinate the business development efforts by identifying and initiating opportunities with potential corporate clients.

Collaborate with the marketing and PR team to create proposals and promotional materials that showcase the value of customized programs.

Participate in networking events and industry conferences to promote the training center's offerings and expand corporate partnerships.

Assist in tracking and analyzing market trends and competitor offerings to inform strategic business development initiatives.

3. Administrative and Financial Oversight:

Assist in the preparation and management of budgets for corporate programs, ensuring financial targets are met.

Maintain accurate records of program deliverables, client communications, and financial transactions.

Prepare reports for the Center Head on program outcomes, financial performance, and client satisfaction metrics.

Qualifications & Skills Required:

Bachelor's degree in Business Administration, Education, or a related field; a Master's degree is preferred.

A minimum of 3-5 years of experience in program management, corporate training, or business development, preferably in an educational or corporate setting.

Strong interpersonal, entrepreneurial, and organizational skills, with the ability to manage multiple priorities and adapt to changing circumstances.

Proven ability to build and maintain positive relationships with clients and stakeholders at all levels.

Familiarity with digital learning technologies and online program delivery is an advantage.

A proactive attitude with a commitment to excellence and continuous improvement.

Competencies: Contribute, Collaborate, Engage, Innovate, Proactive

职位名称 / Job Title

定制课程培训项目助理 / Program Assistant for Customized Courses

部门 / Department

培训中心，知识转移办公室，香港科技大学（广州）

Training Center, Office of Knowledge Transfer, The Hong Kong University of Science and Technology (Guangzhou)

工作职责与内容 / Key Responsibilities

- 协助项目经理/班主任进行事业单位和机关单位客户需求调研，收集和分析培训需求；
Assist the project manager in conducting client needs assessments for public institutions and government agencies, collecting and analyzing training requirements.
 - 参与定制化培训方案的策划、设计和开发，协助撰写培训方案；
Participate in the planning, design, and development of customized training programs, and assist in the preparation of training proposals.
 - 协助联系和协调培训师资，跟进培训项目准备情况；
Helping to liaise with and coordinate trainers and follow up on the preparation of training projects
 - 协助组织培训项目的实施，包括场地安排、物料准备、学员管理等工作；
Assist in organising the delivery of training projects, including venue arrangements, preparation of materials and student management.
 - 协助进行培训效果评估，收集学员反馈，撰写培训总结报告；
Assist in the evaluation of training effectiveness, gathering student feedback and writing summary reports.
 - 完成领导交办的其他部门工作。
Perform other departmental duties as assigned by management.
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职位要求 / Requirements

- 本科及以上学历，专业不限，公共管理学、教育学、管理学等相关专业优先；
Bachelor's degree or higher in any field, with a preference for a degree in public

administration, education, management or related fields.

- 对教育培训行业有热情，愿意在培训领域长期发展；
Passionate about the education and training industry and willing to develop a long-term career in training.
- 具备良好的沟通表达能力、团队合作精神和客户服务意识；
Strong communication, team working and customer service skills.
- 具备较强的学习能力和执行力，能够快速适应新环境和新任务；
Strong learning and execution skills, with the ability to adapt quickly to new environments and tasks.
- 熟练使用办公软件，具备一定的文字功底和数据分析能力；
Proficient in office software, with some writing and data analysis skills.
- 有教育培训行业相关实习或工作经验者优先。能力出色的候选人可适当放宽学历要求。
Relevant internship or work experience in the education and training sector is preferred. For candidates with outstanding ability, the academic requirements may be relaxed accordingly.

职位名称 / Job Title

行政支持专员 / Administrative Support Specialist

部门 / Department

培训中心，知识转移办公室，香港科技大学（广州）

Training Center, Office of Knowledge Transfer, The Hong Kong University of Science and Technology (Guangzhou)

工作职责与内容 / Key Responsibilities

1. 财务管理 / Financial Management

负责培训项目相关的账单、发票、收据及财务报表的编制、核对与管理，确保财务流程合规高效。

Prepare, verify, and manage bills, invoices, receipts, and financial reports for training programs, ensuring compliance and efficiency in financial processes.

2. 数据管理与报告 / Data Management & Reporting

收集、整理并分析培训中心运营数据，定期生成精准的业务报告，支持内部决策。

Collect, organize, and analyze operational data; generate accurate business reports periodically to support decisions.

3. 文书与后勤支持 / Documentation & Logistics Support

高效处理培训开班相关的文书提报、文件归档及流程跟进，确保信息准确性和时效性。

Handle documentation submission, filing, and process follow-up for training programs, ensuring accuracy and timeliness of information.

4. 活动协调与执行 / Event Coordination & Execution

统筹培训活动的后勤安排，包括会议接待、差旅预订、费用报销及资源调配。

Coordinate logistics for training programs, including meeting arrangements, travel bookings, expense reimbursement, and resource allocation.

5. 教务支持 / Academic Support

视工作情况及安排协助班主任完成培训流程管理，提供课程实施期间的现场协调与问题解决支持。

Assist program managers in training process management and provide on-site coordination and problem-solving support during course implementation if needed.

职位要求 / Requirements

- 本科及以上学历，行政管理、财务或相关专业优先。
Bachelor's degree or above, preferably in Administration, Finance, or related fields.
- 出色的组织能力和多任务处理能力，注重细节且结果导向。
- Strong organizational and multitasking skills with a detail-oriented and result-driven mindset.
- 熟练使用 Excel、PowerPoint 等办公软件，具备基础数据分析能力。
- Proficiency in MS Office (Excel, PowerPoint, Word, Outlook) and basic data analysis skills.
- 优秀的跨团队协作能力，能独立工作并适应快节奏环境。
- Excellent cross-functional collaboration skills; ability to work independently in a fast-paced environment.
- 具备培训或教育行业相关经验者优先。
- Prior experience in training or education sectors is a plus.



香港科技大学（广州）
知识转移办公室公众号

培训中心联系方式

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