

**Executive Assistant (Ref: 2400421)**  
**Alumni Affairs and Development Office**

The appointee will be assigned to (a) provide administrative and logistics support for events and activities; (b) assist in the planning and implementation of alumni activities and alumni giving campaigns; (c) support in preparation of event promotion materials, (d) provide support for alumni engagement activities; (e) maintain/update records of alumni, donors and friends; (f) conduct data analysis and compile statistics; (g) provide full spectrum of office administrative support to the Office; (h) handle enquiries and alumni privilege matters; (i) perform filming, photo taking and multimedia editing; (j) work with other team members to deliver the strategies and objectives of the Office; and (k) perform any other duties as assigned. The appointee may be required to work overtime and irregular hours, and on Saturdays, Sundays and public holidays, and perform outdoor duties as well.

Applicants should have a recognized degree preferably with relevant post-qualification working experience. Knowledge in event management / Salesforce / database management is an asset but is not a must. They should be attentive to details, self-motivated, organized, responsible, and able to work independently and multitask under pressure. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and Powerpoint. Possession of hands-on experience in using Adobe Photoshop will be an advantage.

---

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 25 April 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**