Executive Assistant (Ref: ExeA/FES/0610)  
Faculty of Education Studies

The appointee will be responsible for providing executive and clerical support to programme and Field Experience administration; serving as secretary in meetings; liaising with staff members, external parties and students; carrying out general administrative duties such as timetabling, meeting arrangements, data manipulation, systems work and office management; and performing other duties as assigned.

Applicants should possess a recognized degree with two years of working experience; good interpersonal and communication skills; high proficiency in English and Chinese (including Putonghua); and literacy in computer applications including MS Word, Excel, PowerPoint, Access, and web applications. Relevant experience in administration and office management gained in tertiary institutions is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include leave, medical and dental benefits.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 10 July 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

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