

**Executive Assistant (Ref: ExeA/SEC/0321)**  
**Department of Special Education and Counselling**

In support of the Government's Job Creation Scheme under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 40 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be assigned to provide general administrative and executive support to Department. Duties may include conducting research from government or other sources; analyzing data; drafting replies to enquiries and correspondence; liaising with faculties, departments and University stakeholders for different activities/events; maintaining and updating databases and file records; providing logistics support to meetings/activities/events; assisting in programme planning; and performing any other duties as assigned by supervising officers. The appointment will be up to a period of 12 months.

Applicants should have a Bachelor's degree, with good interpersonal and communication skills. They should have the ability to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application Forms are obtainable from (a) <http://www.eduhk.hk/hro/applyfor.htm>; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to [hro1@eduhk.hk](mailto:hro1@eduhk.hk) or by post to the above address on or before **16 March 2021**. Please quote the reference number of the position in the application and mark "Strictly Confidential – Job Application" on the envelope. 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>.

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