

## **Executive Assistant / Project Assistant (Ref: 2100082)**

The appointees will be responsible for providing general administrative support to the Department, which includes supporting programmes/courses, events/activities, and secretarial support to committees/boards/meetings; drafting documents and correspondence; compiling statistical reports; summarizing and analyzing data; providing support to hall admission exercise and hall-life education activities; managing the University's social media channels; liaising with internal and external parties; and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience in tertiary education sector. They should have good interpersonal and communication skills, 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.

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

The University only accepts and considers applications submitted online for this post. Applicants should (i) complete the [online application form](#); (ii) complete Video Interview via this link <https://hire.li/ca64003>; (iii) upload a full CV; and (iv) upload a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>) on or before **14 April 2021**. 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/jobsoff/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.**