

Executive Assistant (Ref: 2100026)
General Education Office

The General Education Office is looking for a motivated individual to join its team. The appointee will be responsible for providing administrative and secretarial support to the General Education Office. Duties include assisting in programme development and evaluation; carrying out general administrative tasks such as timetabling, data management, and meeting arrangements; preparing data and documents for reporting purposes; assisting in office management; organizing events and functions; preparing promotional and presentation materials; liaising with internal and external parties; and performing any other duties as assigned by the supervising officer.

Applicants should have a Bachelor's degree preferably in Social Sciences, Communication, Creative Media, Web Technology or related disciplines. They should have good interpersonal and communication skills and the ability to work independently or as a team member. They should be attentive to details; well-organized; self-motivated and able to work under pressure. Applicants should also have high proficiency in English and Chinese and a high level of computer literacy. Candidates with experiences in developing co-curricular/ service learning and experiential learning in tertiary education sector are preferred.

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 complete the [online application form](#) and upload (i) a full CV and (ii) a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>) on or before **16 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/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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