

**Executive Assistant (Ref: 2100110)**  
**Department of Education Policy and Leadership**

The appointee will be responsible for the daily administrative work of the Department of Education Policy and Leadership which include providing administration support to Department higher degree programme(s), committees, meetings, liaising with departments and offices of the University as well as professional bodies in the private and public sectors, filing and keeping office records, processing payment and recording expenses of the Department's activities, providing assistance to seminars, workshops and activities of the Department, and any other duties as assigned. The appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience in project management. They should be good proficiency in both English and Chinese; literacy in computer applications; and good communication, interpersonal and organization skills.

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 **26 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.

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

**EdUHK is an Equal Opportunities Employer.**