

Executive Assistant (Ref: 2100449)
Department of Psychology

The appointee will be responsible for providing administrative support to academic programme development, programme promotion, daily programme operations, and secretarial support to committees and meetings; writing reports and proposals; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings/events/visits/academic activities, systems work and office management; 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 or customer service field, and good interpersonal and communication skills. They should be highly proficient in both English and Chinese (including Putonghua) and literate in computer applications including MS Word, Excel, PowerPoint, Access, and web applications. They should also be a good team player, attentive to details, self-motivated and able to work under pressure. Relevant experience in academic programme administration and/or service management will be an advantage. Immediate availability is 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 a full CV. **Review of applications will start from 30 September 2021, and will continue until the post is filled.** 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>.

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