

**Executive Officer II/ Executive Assistant (Ref: 2100474)**  
**Faculty of Humanities**

The appointee will be responsible for providing executive support in programme promotion, research-related activities as well as programme operation, student recruitment activities, handling student matters and carrying out general administrative duties as required.

Applicants should have a Bachelor's Degree with relevant post-qualification working experience at the executive level, preferably with at least 3 years of solid working experience related to programme promotion and programme administration in tertiary institutions. Experience in the field of marketing/media/communication; programme promotion and project management will be an added advantage. They should be a good team player, attentive to details, self-motivated and multi-tasking, have strong organizational, communication and interpersonal skills as well as excellent command of Chinese (including Putonghua) and English languages and able to work under pressure and tight timeline. Candidates with less experience will be considered for the position of Executive Assistant.

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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 complete the [online application form](#) and upload a full CV on or before **30 September 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>.

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