

Project Assistant (Ref: 2100601)
Faculty of Humanities

The appointee will be responsible for providing a broad range of administrative support in organising conferences/events for the Faculty of Humanities. He/She will liaise with internal and external parties, assist in preparing event proposals and budgets, produce promotional materials including event website, provide onsite support and prepare post-event reports, etc. He/She will also provide general administrative and marketing support in the Faculty Office, and perform other duties assigned by his/her supervisor. The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Arts, IT, language or humanities-related disciplines, Public Relations, Marketing, Communication, preferably with at least two years' working experience. They should be highly proficient in English and Chinese (including Putonghua) and literate in MS Office, multi-media design and web applications. Preference will be given to those with experience in event management. In addition to working well with others, candidates should be highly self-motivated, attentive to detail, and able to work efficiently within tight timelines.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 November 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>.

EdUHK is an Equal Opportunities Employer.