

Executive Assistant (Ref: 2100630)
Faculty of Education and Human Development

The appointee will be responsible for providing administrative support to academic programme development, programme promotion, daily programme operation and other academic activities; providing secretarial support to committees and meetings; writing reports and proposals; translating documents; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings/events/visits, data manipulation, systems work, office management and website maintenance; and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese (including Putonghua). He/she should also be literate in computer applications including MS Word, Excel, PowerPoint and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver and JavaScript). Relevant experience in academic programme administration and translation of documents 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 6 December 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. 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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