

**Executive Assistant (Ref: 2100655)**  
**Centre for Language in Education**

The appointee will be responsible for providing administrative support for all learning and teaching activities of the Centre, including time-tabling, course enrolment and attendance, assisting in data and systems management and website maintenance, communicating with internal and external parties, supporting the development of e-learning, assisting in office management, offering counter service, providing secretarial support and performing other duties as required. He/She might be required to work outside normal office hours.

Applicants should have a Bachelor's Degree preferably with post-qualification working experience gained in tertiary institutions. They should be proficient in both English and Chinese (including Putonghua) with excellent interpersonal, organizational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under pressure.

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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 **7 December 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. 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>.

**EdUHK is an Equal Opportunities Employer.**