

Executive Assistant (Ref: 2100653)
Faculty of Education and Human Development

The appointee will be responsible for assist in financial management and budget control; support to faculty-level events/activities, such as forums, assemblies, workshops, talks and consultation, etc.; manage office administration to ensure effectiveness and efficiency; maintain databases and support the effective management of information in the Faculty Office; assist in secretarial support to faculty-level committees/boards/meetings, draft minutes, reports and correspondence; liaise with internal and external parties in performing faculty's initiatives and events; provide hospitality to visitors invited by the faculty; supervise junior and temporary staff (if any); and perform any other duties as assigned by the supervisor(s). The appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in tertiary education sector. They should have an excellent command of both written and spoken English and Chinese (including Putonghua), strong interpersonal, time management, problem-solving and organizational skills. They should also be a good team player, attentive to details, highly self-motivated, and able to work under strict timelines.

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 **9 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>.

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