

Executive Assistant (Ref: 2100659)
Office of the Vice President (Administration)

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will provide a wide range of administrative support in relation to the work portfolio under the purview of Vice President (Administration) as well as the daily operation of the Office. He/She will be responsible for scanning official documents and uploading them onto a common platform; assisting in archiving and maintaining databases and records; re-organising departmental storage room; providing secretarial, logistical and administrative support; preparing meeting documents and conducting researches. The appointee will be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by VP(ADM) and her delegate(s). The appointment will be for a period of around 12 months.

Applicants should have a Bachelor's degree and should be good at computer applications including MS Word, Excel, PowerPoint and web applications. Applicants should also be proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 10 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.

Further information about the University is available at <http://www.eduhk.hk>.

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