

Project Assistant (Ref: 2200020)
Department of Early Childhood Education

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 be responsible for providing administrative support to committees and meetings; building up platform for managing payment forms and financial accounting matters; developing a course materials repository; carrying out general administrative duties such as digitizing office documents, coordinating repairing and maintenance services with other offices or outside vendors, maintaining office equipment and loan system, room booking management, monitoring office consumables and stocks, handling incoming and outgoing mailing/documents/fax, collecting and distributing assignments, maintain circulation of documents and updating of notice board. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree preferably with post-qualification working experience in tertiary institutions. They should demonstrate a strong sense of responsibility and self-initiative at work and be able to work independently. Applicants should be highly proficient in both English and Chinese (Cantonese and Putonghua). He/She should also be a good team player, attentive to details, highly self-motivated and able to work under pressure.

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 25 January 2022, 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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