

Executive Assistant (Ref: 2200709)

Registry

The appointee will be required to (a) assist in the compilation of submission documents for quality audits and review exercises; (b) provide secretarial and logistical support to committees and meetings; (c) assist in the maintenance of handbooks, manuals, websites and database; (d) assist in office management and logistical support for events; and (e) perform any other duties as assigned by supervising officers.

Applicants should have a Bachelor's degree, preferably with some relevant working experience in the higher education sector. They should be attentive to details and organized; be proficient in both written and spoken English and Chinese; possess good interpersonal and communication skills; and be literate in MS Office and web applications.

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 **8 August 2022**. 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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