

Executive Assistant (Ref: 2200713)
Centre for Special Educational Needs and Inclusive Education

The appointees will be responsible for providing administrative support to education-related projects. Major duties include rendering secretariat support, data manipulation, systems work; liaising with internal and external parties; organizing events/functions/visits, providing assistance in general administration of the office; and performing any other duties as assigned by supervising officers. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's degree, preferably with a minimum of 2 years relevant post-qualification working experience. Applicants should also have good interpersonal and communication skills; proficiency in both English and Chinese; and literacy in computer applications including MS Word, Excel, PowerPoint, Access and web applications. Applicants should also be meticulous; able to work independently or as a team member and work under pressure. Applicants with work experience in local tertiary education institutions will be an advantage. Immediate available is highly preferred.

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 on or before **17 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.

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

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