

Executive Assistant (Ref: 2201151)
Department of Early Childhood Education

The appointee will be responsible for providing executive support in academic programme administration and departmental activities. Major duties include providing administrative support to academic programme development/student admission/quality assurance exercise; coordinating programme promotion; providing secretarial support to working groups and meetings; handling finance-related issues and arranging visits; and performing other duties as assigned by supervisors. He/She may be required to work outside normal office hours and on weekends occasionally. The appointment will be for a period of 2 years with the possibility of renewal.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. Those with solid programme administration experience are highly desirable. They should be proficient in both English and Chinese (including Putonghua) with excellent interpersonal, organizational, and IT skills. They should also be a good team player, attentive to details, self-motivated, and able to work under pressure.

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. **Review of applications will start from 14 November 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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