

**Executive Assistant (Ref: 2201248)  
Research and Development Office**

The appointee will be responsible for assisting in the University's research data collection, compiling relevant statistical summaries, data manipulation and system work; maintaining and updating the database of research information, journals and book publications; compilation of institutional journal ranking lists; coordinating research outputs' review exercise; assisting in organizing events or activities and preparing publicity materials such as posters etc.; and performing any other job-related duties as assigned by supervisor(s).

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience. They should have strong literacy skills in computer applications including MS Excel, Word, PowerPoint, Access and web applications. Applicants should be detail-oriented, able to work under pressure and tight schedule, independently and as a team member. They should also have good interpersonal and communication skills and be proficient in both English and Chinese languages (including Putonghua). Experience in working at local tertiary education institution(s) will be an advantage.

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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 **12 December 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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