

Executive Assistant (2 posts) (Ref: 2201273)
Alumni Affairs and Development Office

The appointee, working in the Alumni Affairs and Engagement Team, will be assigned to (a) maintain/ update records of alumni, donors and friends; (b) conduct data analysis and compile statistics; (c) provide full spectrum of office administrative support to the Office; (d) provide administrative and logistics support for events and activities; (e) work with other team members to deliver the strategies and objectives of the Office; and (f) perform any other duties as assigned.

Applicants should have a recognized degree preferably with relevant post-qualification working experience. Knowledge in database management is an asset but is not a must. They should demonstrate logical thinking, good interpersonal and communication skills, ability to work cohesively in a team and deliver assignments independently even under pressure; be innovative, eager to learn and respond positively to feedback; and be willing to deliver beyond expectations. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and Powerpoint. Multi-tasking and attention to details are essential.

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 **15 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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