

Executive Assistant (Ref: 2201294)
Office of the Chief Information Officer

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the post.

The appointee will be required to draft, edit and review IT-related publications and articles including webpages, newsletters, announcements etc. Other duties include providing secretarial support to committees and meetings, handling users' enquiries, assisting in general office administration and performing any other duties assigned by the supervisors.

Applicants should have a recognized Bachelor's degree preferably in Languages or Communications or related disciplines. He/She should have good technical writing skill and be proficient in spoken and written English and Chinese. He/She should be detail-oriented, self-motivated and well-organised. Good communication and interpersonal skills with good IT skills are essential. Relevant working experience in tertiary education sector will definitely be an advantage.

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 **19 December 2022**. 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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