

## **Executive Assistant (Ref: 2201379) Communications Office**

EdUHK is inviting applications for the post of Executive Assistant. The appointee will be responsible for managing databases, coordinating university-wide events, providing support for programme marketing and the University's brand-building initiatives, and handling office administration, among others.

Applicants should possess a recognised bachelor's degree in related fields, preferably with several years of full-time work experience. They should possess good command of written and spoken English (including Putonghua) and the ability to work under pressure and within tight deadlines. The successful applicant should be a team player who is able to work in a fast-paced environment. Shortlisted candidates will be invited to attend a written test.

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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 **31 January 2023**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**