

Executive Assistant (Holding a functional title of Liaison Officer) (Ref: 2300008)
Department of Linguistics and Modern Language Studies

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will assist the Department in exploring and identifying suitable external parties for various types of courses: Internship, service learning and experiential learning. He/She will assist the supervisors in planning and coordinating relevant activities for these courses and other duties as assigned by the supervisors. The initial appointment will be for a period of 5 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in related disciplines (e.g. Marketing, Public Relations or Language Studies) preferably with several years of relevant post-qualification work experience in the industry. They should have a good command of both spoken and written English and Chinese (Cantonese and Putonghua). Applicants should also be familiar with social media and job agency platforms, be willing to work under tight schedules, and have strong communication, interpersonal, and organisational skills. Independence, ability to multi-task and attention to details are essential. Experience in marketing and image promotion will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 13 January 2023 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. 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>.

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