

Executive Assistant (Ref: 2300101)
Department of Psychology

The appointee will be responsible for providing administrative support to the internationalisation working group; providing secretarial support to committees and meetings; writing reports and proposals; translating documents; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings/events/visits, data manipulation, systems work, office management and website maintenance; and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese (including Putonghua). He/she should also be literate in computer applications, including MS Word, Excel, PowerPoint, and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver, and JavaScript). Relevant experience in academic programme administration and translation of documents is preferred.

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 **14 February 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.

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

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