

Executive Officer II (Ref: 2300275) Estates Office

The appointee will be responsible for administrative and supervisory duties of the Estates Office (EO), which include (1) supervise and coordinate the operation of Mail Room Team; (2) update and oversee the EO expenses payments/purchases requisition in the database and prepare submission of Goods Receiving Notes of EO to Finance Office for payment; (3) verify and maintain updated records for the fixed assets of EO; (4) coordinate the compilation of the Performance Pledges for the EO on a regular basis; (5) follow up on the project completion and the contents of the Estates Office Operational Handbook; (6) review and enhance the filing system of the EO; (7) handle miscellaneous job like petty cash, uniforms check in/out for operational staff, key records etc.; (8) recruit student helpers and handle i-work-related issues; and (9) handle any other duties as assigned by senior officers.

Applicants should have a Bachelor's degree, with normally 2 years or more of relevant post-qualification working experience, preferably in tertiary education sector. They should have good interpersonal and communication skills, the ability to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Financial and accounting background will be a privilege.

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 March 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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