

Executive Assistant (Ref: 2300336)
Faculty of Education and Human Development

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created 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 be responsible for providing executive support to the Faculty in programme administration; handling student and scholarship matters; assisting in organizing student learning activities; liaising with students and different parties about programme-related meetings/activities/events; performing general administrative tasks such as office management and website maintenance; and carrying out any other duties as assigned by supervising officer(s). The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree with good interpersonal and communication skills. They should be attentive to details, have the ability to work independently and under pressure, and a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications including MS Word, Excel, PowerPoint and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver and JavaScript). Immediate availability is preferred.

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 27 March 2023, and will continue until the post is filled.** Applications which are incomplete or without the required document 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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