

Executive Assistant (Ref: 2300456)
Department of Cultural and Creative Arts

The appointee will be responsible for providing executive support to the Department and programmes. Duties include providing executive support for learning and teaching activities; assisting in organising events; providing secretarial support to committees; and performing any other duties as assigned by the supervisor(s).

Applicants should have a Bachelor's Degree, preferably with relevant work experience. Strong organizational and multi-tasking skills are essential. They should be self-motivated, attentive to details, able to work independently and under pressure, highly proficient in both English and Chinese (Cantonese and Putonghua).

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. **Review of applications will start from 10 May 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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