

**Executive Assistant (Ref: 2300278)**  
**Estates Office**

The appointee will be responsible for clerical and administrative duties of the Estates Office, which include (1) providing general administrative and clerical support to the Estates Office; (2) performing counter services and answering enquiries received from different media; (3) distributing service requests generated from the Computerized Maintenance and Management System (CMMS) to responsible officers; (4) handling official car bookings; (5) collecting, summarizing and analyzing data; (6) managing the Estates Office's website and preparing e-forms and e-surveys; (7) liaising with internal Departments/Offices; and (8) assisting in supervising Clerks/Office Attendants if needed.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience in tertiary education sector. They should have good customer service and communications 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. Possession of customer/counter service experience will be a privilege.

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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 **2 June 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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