

Executive Assistant (Ref: 2300578)
Research and Development Office

The appointee will be responsible for providing administrative support to the Office. Major duties include rendering secretarial support to committees, processing human research ethics applications and research proposals, assisting in review process of University/Faculty-level research centres, data manipulation, liaising with internal and external parties, organizing meetings/events/functions/visits, and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience. They should also be literate in computer applications including MS Word, Excel, PowerPoint, Access and web applications. Applicants should have good interpersonal and communication skills; and proficiency in both English and Chinese languages (Cantonese and Putonghua). They should also be able to work independently or as a team member and work under pressure and tight schedule. Possession of working experience in local tertiary education institutions will be an advantage.

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 **11 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/jobsoff/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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