

**Executive Assistant (Ref: 2300591)**  
**Alumni Affairs and Development Office**

The appointee will be assigned to (a) assist in creating ideas and drafting content for social media posts, promotional materials, in depth interview articles, and videos for multi-media platforms to engage AADO's stakeholders (alumni, donors, and friends); (b) closely monitor the content and be the content editor of AADO's communication channels; (c) support supervisors to organise, plan and execute campaigns, events and activities; (d) coordinate the production of promotional and publicity materials for events and activities; (e) source and procure venues and collaborate with suppliers (videographers, designers, etc); (f) work with other team members to deliver the strategies and objectives of the Office; and (g) perform any other duties as assigned.

Applicants should have a recognized degree preferably with relevant post-qualification working experience. They should have knowledge of Adobe Creative Cloud Suite, such as Photoshop, Illustrator, and Premiere. Experience in graphic design and basic video production (including video shooting and editing) will be an advantage. They should be innovative, self-motivated, detail-minded, able to work independently, and a good team player. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in MS Office.

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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 **4 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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