Executive Assistant (Ref: 2300590)
Centre for Learning, Teaching and Technology

The appointee will be responsible for providing administrative support to an education project. Duties include offering supports in large-scale events, courses and meetings, handling enquiries and payment forms, coordinating with internal and external parties, writing and translating emails, and other functions related to the project as appropriate. The appointee will be expected to carry out other duties as assigned by the Centre Director. The appointment will be for a period of around 14 months.

Applicants should have a Bachelor's degree, preferably in Social Science, Arts or related disciplines, with good communication skills. They should have good writing skills in English and Chinese, high literacy in MS Office, and knowledge in photo and video editing. Fluency in spoken Cantonese is a must. Applicants should be self-motivated, detail-minded, able to work independently, and a good team player. Working experience in tertiary education institutions or event management would be an advantage.

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 on or before **1 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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