

Executive Assistant (Ref: 2300607)

Department of Science and Environmental Studies

The appointees will be responsible for providing executive and clerical support to programme development, marketing, admission, implementation and evaluation; managing academic/student/project activities; designing promotional posters/leaflets; serving as secretary in meetings; carrying out general administrative duties such as arranging meetings, data manipulation, systems work and office management; liaising with internal and external stakeholders and performing any other duties as assigned. They may need to work off-campus and outside office hours at times.

Applicants should have a Bachelor's Degree and good interpersonal and communication skills. They should be proficient in both English and Chinese and familiar with computer applications including MS Word, Excel, PowerPoint, Chinese Word Processing, and web applications. Relevant working experience in programme management and office administration in a tertiary institution is preferred. Fluency in Putonghua 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 **12 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. 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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