

Executive Assistant (Ref: 2300550) Graduate School

The appointee will be responsible for providing administrative support to postgraduate programmes. Main duties include leading a team to provide programme support, drafting policies and guidelines, writing administrative papers and reports, assisting in the planning and implementation of postgraduate programmes; serving as Secretary to Boards and Committees; mentoring junior ranked staff; liaising with programme management personnel, departments and external bodies; and performing any other duties as assigned by the supervisor.

Applicants should have a recognised degree, preferably with some post-qualification working experience in providing administrative support to postgraduate programmes. They should also have good interpersonal and communication skills, experience in supervising junior staff, the ability to work independently and as a good team coordinator and member as well as to handle multi-tasks in an organized manner; be highly proficient in both English and Chinese (including Putonghua), and able to work under tight timeline.

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 **7 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>.

EdUHK is an Equal Opportunities Employer.