

**Executive Assistant (Ref: 2300619)**  
**Office of the President**

The appointee will provide a wide range of administrative support in relation to the work portfolio under the purview of the President as well as the daily management of the Office. He/She will be responsible for providing secretarial and executive support to the development and implementation of various projects and new initiatives as well as other internal committees and meetings, facilitating collaborations and networking activities with the school sector and other experts/ leaders/ practitioners in different fields and supporting the planning and organisation of functions, activities and events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the President and his delegate(s).

Applicants should have a recognised university degree preferably with several years of post-qualification working experience gained in tertiary education setting. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

---

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 **16 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>.

**EdUHK is an Equal Opportunities Employer.**