

Executive Assistant (Ref: 2300596)
Department of Cultural and Creative Arts

The appointee will be responsible for i) organizing and implementation of community-based activities; ii) organizing, marketing and promotion of programmes, courses and activities, including maintenance of online and social media networks and student recruitment; iii) providing all-rounded administrative support for programmes, teaching and learning activities; iv) liaising with external parties for student learning activities and academic collaboration; v) drafting proposal, reports, taking minutes and keeping records and vi) performing any other duties as assigned by the Head and/or the supervisor. The appointment will be for a period of one year with the possibility of renewal subject to mutual agreement.

Applicants should have a relevant Bachelor's Degree preferably with some work experience. They should also have good interpersonal and communication skills, be proficient in both written and spoken English and Chinese (Cantonese and Putonghua), good knowledge of the operation of audio-visual equipment. They should be self-motivated, capable of working independently and good at teamwork. Working knowledge in graphic design software such as Adobe Systems would be preferred.

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 **19 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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