

Executive Assistant (Ref: 2300652)
Department of Health and Physical Education

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be responsible for providing executive support relating to academic programme management, projects, committee and working group support services, student matters and events. He/she will undertake a wide range of duties including serving as secretary to committees/working groups/meetings, preparing proposals/papers/reports, liaising with internal departments and external parties, and performing any other duties as assigned by the supervisor(s). The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree, preferably with at least one year of post-qualification working experience in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to details, self-motivated and able to work under pressure. Immediate availability is 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. **Review of applications will start from 28 June 2023, and will continue until the post is filled.** 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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