

Executive Assistant (Ref: 2300822)
Department of Curriculum and Instruction

[Appointment Period: 2 years]

The appointee will be responsible for providing executive and clerical support to programme administration and other academic activities; website maintenance; organizing conferences; serving as secretary and taking minutes in meetings; carrying out general administrative duties such as compiling correspondence and preparing written reports; and performing any other duties as assigned.

Applicants should have a recognized degree with relevant working experience and good interpersonal and communication skills; high proficiency in both English and Chinese (including Putonghua); literacy in computer applications including MS Word, Excel, PowerPoint, Access and web applications; and the ability to work independently and under pressure. Relevant experience in administration and office management gained in tertiary institutions is preferred.

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, and where applicable.

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 **3 August 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.