

Executive Assistant (Ref: 2300980)
Department of Linguistics and Modern Language Studies

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund 3.0, The Education University of Hong Kong has recently created over 50 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 perform administrative duties such as promoting departmental events and activities (i.e. seminars/talks, managing activities related to GBA and other non-formal learning activities), providing necessary support for any teaching and learning initiatives, liaising with internal and external parties. The appointee will be expected to carry out other duties as assigned by the Department Head/Supervisor. The initial appointment will be for a period of 9 months.

Applicants should have a Bachelor's Degree in related disciplines (e.g. Marketing, Public Relations, Language Studies or Linguistics) preferably with several years of relevant post-qualification work experience in the industry. They should have a good command of both spoken and written English and Chinese (Cantonese and Putonghua). Applicants should also be literate in computer applications, be familiar with social media, be willing to work under tight schedules, and have strong communication, interpersonal, and organisational skills. Independent, ability to multi-task and attention to details are essential.

For further enquiries about the post, please contact Ms Cherry Yeung at cslyeung@eduhk.hk.

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 3 September 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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