

Executive Assistant (Ref: 2300977)
Department of Cultural and Creative Arts

The appointee will be responsible for providing executive and administrative support to the Department of Cultural and Creative Arts. Major duties include providing support for programme development and implementation, liaising with internal and external parties for collaborative activities between Hong Kong and the Greater Bay Area, and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with relevant working experience. They should possess good interpersonal and communication skills and the ability to work independently and as a team member. Additionally, proficiency in both English and Chinese (including Putonghua) are essential. Having hands-on experience in organizing events and activities will be advantageous.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for the posts. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 12 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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