

Executive Assistant (Ref: 2301121)

Academy for Educational Development and Innovation

The appointee will provide a wide range of administrative and secretarial support to the work portfolio under the purview of the Director and his delegate in AEDI. He/She will be responsible for providing administrative support in the daily operation of AEDI, such as but not limited to scheduling meetings, updating databases, operating office equipment, handling incoming and outgoing mails, maintaining procedures, compliance of University's policies and guidelines, discreet handling of confidential documents/information, compiling statistical data and information, supporting academic research and publication, and drafting correspondence/emails/presentation materials; providing secretarial and administrative support to committees and meetings; and supporting the planning, organisation and coordination of functions, activities and events. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Assistant to the Director or the Director or their delegate(s).

Applicants should have a recognised university degree preferably with several years of post-qualification working experience gained in tertiary education setting. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 this post. Applicants should complete the [online application form](#) and upload a full CV on or before **11 October 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/jobsoff/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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