

**Executive Officer II (Ref: 2301122)**  
**Global Affairs Office**

The appointee will be responsible for providing executive supports to the Associate Vice President (Internationalization). Duties include providing administrative support in building and maintaining international partnership; contributing to the production of marketing and promotion collaterals such as publication and marketing collaterals, brochures, leaflets, posters, newsletters, souvenirs, eDM, multi-media promotion materials etc.; coordinating photo shooting, promotion activities, events and student recruitment; coordinating media relations, media monitoring, social listening, media buying and pitching; supporting local and overseas academic and capacity building activities; liaising with different internal and external units, drafting proposals and compiling reports; and performing any other duties as required by supervising officer(s).

Applicants should have a Bachelor's Degree, preferably a Master's Degree, in Marketing, Public Relations, Journalism, Digital marketing, Multi-media or related disciplines, with preferably 5 years' post-qualification full-time experience in marketing and/or communication. Good verbal and written communication skills with proficiency in both English and Chinese (Cantonese and/or Mandarin); attentive to details; good interpersonal and organizational skills; and the ability to work under pressure. The appointee should be a good team player with a strong sense of responsibility, self-motivated, and multi-tasking. Experiences in website maintenance and programme marketing are highly desirable. Shortlisted candidates may be invited to provide a portfolio of their design artworks, marketing and projects for review before the interview.

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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/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.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**