

Executive Assistant (Ref: 2301131)

Registry

The appointee will be required to (a) support programme admissions, registration and administration; (b) assist in office management, student helpers supervision and enquiry handling; (c) coordinate the production/ updates of admissions website and publicity materials; (d) support programme promotional activities; (e) provide secretarial and logistical support to committees and meetings; and (f) perform any other duties as assigned by supervising officers.

Applicants should have a recognized degree; be attentive to details and organized; possess good interpersonal, communication and team work skills; be highly proficient in both English and Chinese (including Putonghua); and literate in MS Office and web applications. Relevant working experience in programme admissions and administration in the higher education sector is definitely an advantage.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **10 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. 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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