

Executive Assistant (Ref: 2301209)
Office of the Chief Information Officer

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the post.

The appointee will be required to draft, edit and review IT-related publications and articles including webpages, e-newsletters, announcements etc. He / She is also required to assist in managing matters related to network account management and compiling statistical data reports. Other duties include providing secretarial support to committees and meetings, handling users' enquiries, assisting in general office administration and performing any other duties assigned by the supervisors.

Applicants should have a recognized Bachelor's degree with good interpersonal and communication skills. They should be highly proficient in both written and spoken English and Chinese (including Putonghua) and with good IT skills. They should be a good team player, self-motivated, attentive to details and multi-tasking. Relevant working experience in tertiary education sector will definitely be an advantage.

Applicants who have responded to the previous advertisement (Ref: 2301115) for the same position are under consideration and need not re-apply.

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. **Review of applications will start from 3 November 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/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.

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

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