

Executive Officer I (Ref: 2301269)
Faculty of Education and Human Development

The appointee will be responsible for providing administrative support to the Office of the Faculty Dean. S/he will closely assist the Faculty Dean in maintaining an efficient and effective operation of the Dean's Office. S/he will undertake a wide range of executive duties including organizing and managing a large amount confidential data / proposals / information strategically; preparing and reviewing documents; drafting proposals/reports/summaries; schedule management; public relations; liaison with internal/external parties; organizing and supporting activities for Senior Team; receiving guests and visitors; working closely and smoothly with various academic units both within and beyond the Faculty; assisting in ad hoc activities; and performing any other job-related duties as required by the Faculty Dean.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent organization, communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, and able to work under pressure and after normal office hours.

Salary will be commensurate with qualifications and experience.

The initial appointment will be made on a fixed-term gratuity-bearing 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 21 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/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>.

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