

Executive Assistant (Ref: 2301321)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing executive support to strategic development of the Faculty, handling matters relating to research and programme administration; serving as secretary in meetings; handling student and scholarship matters; liaising with students and external bodies; assisting in organising student learning activities; supporting faculty coordination, event management and programme activities; and carrying out other job duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. Those with solid programme administration experience are highly desirable. They should be proficient in both written and spoken English and Chinese (including Putonghua), possess strong interpersonal, time management, organizational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under strict timelines.

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 **18 December 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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