

Executive Assistant (Ref: 2400140)
Alumni Affairs and Development Office

The Appointee will provide a wide range of administrative and secretarial support to the work portfolio under the purview of his/her supervisor. He/she will be responsible for providing administrative support in the daily operation of AADO, such as but not limited to:

- preparing official forms, papers, and documents for different processes, circulation, and endorsement;
- performing due diligence on potential donors, enhancing the amount and quality of information available to senior management;
- liaising with both internal and external project stakeholders, ensuring smooth communication and meticulous reporting;
- updating and maintaining databases and records of donation projects including contact information, correspondences, and interim reports;
- providing secretarial and administrative support to team and departmental meetings both online and in person;
- supporting the planning, organization, execution and coordination of functions, activities and events; and
- occasional working during non-office hours both on or off campus, and performing any ad-hoc duties assigned by his/her supervisor.

Applicants should have a recognised university degree preferably with several years of post-qualification working experience gained in a tertiary education setting. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 14 February 2024, 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. 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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