

Executive Assistant (Ref: 2400176)
Department of International Education

The appointee will be responsible for providing comprehensive administrative support across various areas. This includes assisting with the development of courses/programmes and learning initiatives, as well as contributing to the smooth operation of daily administrative tasks, supporting departmental management systems, such as maintaining databases and preparing proposals and reports. Additionally, the appointee will play a crucial role in facilitating department timetabling exercises, grade submission, student evaluation of teaching, and handling Final Year Projects. They will also assist in office management, provide secretarial support, and perform other duties as required.

Applicants should possess a Bachelor's degree, preferably with relevant post-qualification working experience. Strong interpersonal and communication skills are essential, along with a friendly and cheerful disposition. The ability to work independently and collaboratively as a team member is also important. Excellent work skills and habits, including meticulous attention to accuracy and detail, are expected. Proficiency in both English and Chinese (with Putonghua as an additional advantage) is highly desirable, as is proficiency in a range of computer applications. Experience in local tertiary education institutions will be given preference.

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 **14 March 2024**. 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>.

EdUHK is an Equal Opportunities Employer.