

Executive Assistant (Ref: 2400367)
Centre for Entrepreneurship and Innovation Education

The appointee will provide support to the Centre for Entrepreneurship and Innovation Education (CEIE). Major duties include providing administrative and logistics support to the events and activities organised by CEIE; assisting in implementing social media marketing plans; handling student enquiries; maintaining databases; and performing any other duties as assigned by supervising officer(s). The appointee may be required to work outside normal office hours. The appointment will be for a period of 24 months.

Applicants should have a Bachelor's degree, preferably with post-qualification working experience gained in tertiary education sector. Applicants should demonstrate strong multi-tasking ability and proactive working attitude. Applicants should be proficient in both written and spoken English and Chinese (including Putonghua) and literate in computer applications; be attentive to details; have good interpersonal and organisation skills; and the ability to work under pressure.

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 **25 April 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/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. 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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