

Executive Officer I (Ref: 2400557)
Office of the President

The appointee will be responsible for providing administrative support to the Office of the President. He/She will closely assist the Executive Head of the Office in maintaining an efficient and effective operation of the Office. He/She will undertake a range of administrative duties including drafting proposals, reports, presentation materials; discreet handling of confidential documents; organising and supporting activities related to university development and other strategic initiatives; working closely with academic/ non-academic units; liaising and coordinating with internal and external parties; assisting in ad-hoc assignments; and performing any other duties assigned by the President and his delegate(s).

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, Information Technology 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.

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 **6 June 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.

Further information about the University is available at <http://www.eduhk.hk>.

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