

Assistant Project Manager (Ref: 2401077)
School Partnership and Field Experience Office / Centre for Classical Chinese Education

The appointees will assist the Office/Centre in overseeing various special projects related to Field Experience, school & community partnership and classical Chinese education; initiating and coordinating large-scale conferences/events; providing quality administrative services and supporting the daily operations of the Office/Centre as needed; liaising with local/overseas/mainland universities, schools, community partners, internal and external departments; providing secretariat services to committees and meetings; preparing reports and proposals; carrying out duties relating to finance, general administration and personnel management; and any other duties and projects as assigned by the Director(s). The initial appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement and fund availability.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level. Strong communication, interpersonal and organizational skills, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), a good team player, attentive to details and be able to work under strict timelines. Experience in organizing large-scale conferences/events, knowledge or experience of education in Mainland China and ample experience in dealing with multi-tasks will be an advantage. Working off-campus and outside office hours may be required. Shortlisted candidates will be invited to attend an interview and/or written test.

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 16 October 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.

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

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