

Executive Assistant (Ref: 2500306)
Department of Psychology

The appointee will be responsible for providing executive support in academic programme administration and departmental activities. Major duties include providing administrative support for the operation of postgraduate programmes; supporting student admission and quality assurance exercises; providing secretarial support to committees and meetings; liaising with various parties about departmental meetings, activities, and events; carrying out general administrative duties such as arranging meetings, events, visits, and website maintenance; and performing other duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese (including Putonghua). He/she should also be literate in computer applications, including MS Word, Excel, PowerPoint, and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver, and JavaScript). Relevant experience in research administration is preferred.

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

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. **Review of applications will start from 30 March 2025, 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.

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