

**Executive Assistant (Ref: 2500478)**  
**Faculty of Humanities**

The appointee will be responsible for providing a broad range of administrative support in internship coordination, study trips, and learning and teaching activities for the Faculty of Humanities. Key responsibilities include liaising with internal and external stakeholders, disseminating information, maintaining databases, compiling documents, and assisting supervisors in preparing reports for submission to various Committees at the programme, faculty and university levels. Additionally, the appointee will provide general administrative support in the Faculty Office, and undertake other duties as assigned by his/her supervisor.

Applicants should have a recognized degree, preferably with some relevant working experience in the tertiary education sector. They should have good interpersonal and communication skills, and be highly proficient in both English and Chinese (including Putonghua) and literate in MS Office and web applications. Apart from being a self-starter, they should be dynamic, self-motivated, attentive to details, able to work under pressure and meet tight timelines.

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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 **12 May 2025**. 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.

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

**EdUHK is an Equal Opportunities Employer.**