

Executive Assistant (Ref: 2500495)
Department of Chinese Language Studies

The successful applicant will be responsible for providing executive support in academic programme administration and departmental activities. Responsibilities mainly include: (i) providing support to the programmes including admissions, promotion, implementation, quality assurance exercise, etc.; (ii) serving as secretary to various committees and meetings; (iii) designing promotional materials such as posters and leaflets; (iv) coordinating activities such as conferences, seminars, workshops; (v) website maintenance; and (vi) other administrative duties assigned by the department.

Applicants should have a recognized Bachelor's degree, preferably with several years of relevant post-qualification full-time working experience. They should have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred, along with computing skills for applications such as MS Word, Excel, PowerPoint, Chinese Word Processing, and others (e.g., Adobe Photoshop and some AI tools). They should also be self-motivated, well-organised, have good interpersonal and communication skills, be able to work independently and collectively as a good team member and be able to work under pressure.

For information of the Department of Chinese Language Studies, please visit <https://www.eduhk.hk/chl>

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 **30 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. 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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