

Assistant Administrative Manager (Ref: 2500527)
Estates Office (Work Location: Xiqu Centre)

The appointee will be responsible for the administrative duties and facilities management of the University's operation at Xiqu Centre in the West Kowloon Cultural District. He/ she will assist the Study Centre Manager in overseeing the entire operation of the Centre and be required to monitor the progress and quality of work performed by the outsourced contractors in cleaning, security, transport and other logistics services; liaise with internal departments/users and supervise subordinates to carry out daily operations related to office administration, enquiry services, programme support administration and other campus management tasks; prepare notices, correspondences and reports; provide secretarial supports for various meetings; and perform any other duties as assigned by supervisors. The appointee may be required to work during non-office hours and public holidays. The appointee may also be required to work in other locations as designated by the University.

Applicants should have a recognised Bachelor's degree, preferably in Property/ Facility Management or other related disciplines, with normally 2 years or more of post-qualification working experience. They should be highly self-motivated, able to work under pressure and with minimal supervision. They should have good planning, supervisory and interpersonal skills, and a good command of both English and Chinese. Possession of relevant working experience in facilities management, particularly in an educational setting, will be preferred. The shortlisted candidates will be required to sit a written test.

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 appointee will hold a substantive rank of Executive Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **24 June 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/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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