

Executive Assistant (Ref: 2500543)
Faculty of Humanities

The appointee will be responsible for providing a wide range of administrative support in programme development, programme operation and programme review; coordinating programme promotion and student recruitment activities; handling student and alumni matters; organising events/visits; serving as secretary to Examination Boards and Committees; liaising with internal and external parties, carrying out general administrative duties, and performing other duties as assigned by supervisor. The appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement.

Applicants should possess a recognised degree, preferably with some relevant working experience, good interpersonal and communication skills. The applicants should be highly proficient in both English and Chinese (including Putonghua) and literate in MS Office and web applications. Apart from being a self-starter, he/she should be dynamic, self-motivated, able to work under pressure and meet tight timelines. Relevant working experience in the tertiary education sector will be an advantage.

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 **7 July 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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