

Executive Officer II / Executive Assistant (2 posts) (Ref: 2501124) Office of the President

The appointee will be responsible for a wide range of administrative duties under the purview of the secretariat of the Office of the President. He/She will provide secretarial and executive support to Committees and Working Groups, compile statistical data and information, and prepare papers/reports/ letters/ speech/ presentation material. Other duties include providing administrative support in the daily management of the Office, organize and oversee the timely ordering and management of office supplies, discreet handling of confidential documents and other work-related duties as assigned. Being a core team member in the Office, the appointee is expected to work closely with various internal and external parties to ensure tasks are completed efficiently and to a high standard, and to travel outside of Hong Kong and undertake work as assigned by the University, where necessary.

Applicants should have a recognized university degree with several years of post-qualification working experience at the executive level in tertiary institutions. Strong interpersonal, writing and administrative skills are essential. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), a good team member, attentive to details, highly self-motivated and able to work under pressure; and have strong communication and organization skills. The appointee with less experience will be considered as Executive Assistant.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **5 November 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. 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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