

Executive Assistant (Two posts) (Ref: 2501123)
Faculty of Education and Human Development

We are seeking an enthusiastic individual to join the Faculty as an Executive Assistant. This role offers the opportunity to contribute to a thriving academic community while developing professional skills in a collaborative environment. The appointee(s) will be responsible for the following:

- providing administrative assistance to academic programmes;
- handling student matters;
- liaising with students, programme personnel and external bodies;
- support for arranging meetings;
- support for preparing reports and proposals;
- assisting in programme activities, faculty coordination and events;
- website maintenance; and
- carrying out other job duties as assigned by the supervisor(s).

Applicants should hold a Bachelor's Degree, preferably with post-qualification working experience in tertiary institutions. Those with strong programme administration experience are highly desirable, though fresh graduates with good qualifications are warmly encouraged to apply. Applicants should demonstrate fluency in written and spoken English and Chinese (including Putonghua), as well as strong interpersonal, time management, organizational, and IT skills. The ideal candidate is a detail-oriented team player who excels in both collaborative and independent work environments and consistently meets strict deadlines.

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 **7 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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