

Executive Assistant (Ref: 2501168)
Estates Office

The appointee will assist the Property and Facility Manager of the Estates Office in performing daily campus management functions / services primarily in campus security, event support and other office administration tasks. He/she may also be required to provide support in other campus services such as cleaning, landscaping, transportation and on-campus residential quarters, etc. He/she will be required to coordinate and supervise the work of out-sourced services contractors, such as security guards, and perform other administrative duties, such as preparing notices, correspondences, reports and presentation slides, providing secretarial support for meetings and perform any other duties as assigned by supervisors. The appointee may be required to work during non-office hours, public holidays and on duty during inclement weather in case of emergency. The location of work is Tai Po Campus, but he/she may be required to work in other premises of the University, as and when required.

Applicants should have a Bachelor's degree, preferably with not less than 2 years of full-time post-qualification work experience in Property/ Facility Management gained in the tertiary education sector. They should be responsible, highly self-motivated, and able to work independently and under pressure. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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 **5 December 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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