

Executive Assistant (Ref: 2501264) Graduate School

The appointee will be responsible for providing administrative support to postgraduate programmes. Main duties include drafting policies, guidelines, and reports, preparing administrative papers and professional minutes and correspondence, assisting in the planning and implementation of postgraduate programmes to ensure successful execution, liaising with programme management personnel both internally with Academies, Faculties, Departments, and other Units, and externally with other stakeholders, and performing any other tasks assigned by the supervisor.

Applicants should have a Bachelor's degree in a language-related discipline, preferably with several years of post-qualification working experience in providing administrative support in postgraduate programmes. They should also have good interpersonal and communication skills, the ability to work independently and as a team member under tight deadlines, and the ability to handle multiple tasks in an organized and timely manner, as well as strong written communication skills in both English and Chinese. Preference will be given to applicants with relevant work experience in local tertiary education institutions.

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 **6 February 2026**. 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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