

Conference Coordinator (Ref: 2600126)
Department of Health and Physical Education

Project Title: HPE International Conference 2026

[Appointment Period: 9-12 months]

We are seeking an experienced Conference Coordinator (substantive rank of Research Assistant I/II) to lead the planning and delivery of high-profile international conferences and events.

The responsibility of the Coordinator includes organizing and executing international conferences; liaising with international speakers, sponsors, exhibitors, and vendors; overseeing venue arrangements and on-site management; managing registration systems and attendee communications; coordinating travel, accommodations, and visa support for international participants; collaborating with marketing teams on promotional initiatives; supervising student volunteers; and preparing post-event reports and evaluations.

For the post of Research Assistant I, applicants should have a Bachelor's Degree, preferably in Event Management, Hospitality, Communications, or a related field, with a minimum of two years' proven experience coordinating international conferences. For the post of Research Assistant II, applicants should have at least Level 2 or equivalent or above in five subjects including Chinese Language, English Language and Mathematics in HKDSE; or Grade E (Level 2) or above in five subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent.

The ideal candidate will possess project management and organizational skills, excellent written and verbal communication abilities, proficiency in event management and registration platforms, and advanced knowledge of Microsoft Office and virtual conferencing tools. The role requires the ability to manage multiple priorities under tight deadlines, strong negotiation, and vendor management skills.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits. The appointee will hold a substantive rank of Research Assistant I/II in the University.

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 **16 March 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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