

Executive Assistant (Ref: 2600138)
Department of Special Education and Counselling

The Education University of Hong Kong is seeking inspirational and energetic candidates as Executive Assistant to support the growing scope of the Department of Special Education and Counselling on learning and teaching initiatives and department strategies. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop his/her career in the higher education institution.

The appointee will be assigned to provide general administrative and executive support to Department. Duties may include assisting in timetabling exercise and course arrangements; liaising with faculties, departments and University stakeholders for different activities/events; providing logistics support to meetings/activities/events; drafting/providing replies to enquiries and correspondence; assisting the marketing promotion to increase the department visibility and programme admission, maintaining and updating databases and file records; and performing any other duties as assigned by supervising officers.

Applicants should possess a Bachelor's degree, with some relevant post-qualification work experience preferred. He/she should possess strong interpersonal and communication skills, with proficiency in both English and Chinese languages and computer applications. Attention to detail, self-motivation, and the ability to work independently or as part of a team are all critical.

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 **24 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. 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>.

EdUHK is an Equal Opportunities Employer.

