

Executive Assistant (Ref: 2600112)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing executive support to the Faculty, including handling matters relating to research and postgraduate programme administration; handling student and scholarship matters; liaising with students and external bodies; assisting in organising student learning activities; supporting faculty coordination, event management and programme activities; and carrying out other job duties as assigned by supervisors. The appointment will be for a period of around 6 months.

Applicants should have a Bachelor's Degree, preferably with some post-qualification working experience. They should have good interpersonal, time management, organisational and IT skills; proficiency in both English and Chinese (including Putonghua); and be a good team player, attentive to details, self-motivated and able to work under strict timelines. Those with administrative experience in tertiary institutions will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **23 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/jobsoff/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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