

Executive Assistant (Ref: 2600293)
Department of Science and Environmental Studies

The appointee will be responsible for providing executive support to the undergraduate programme administration; student enrollment; timetabling exercises; liaising with internal and external bodies; programme development, implementation and review; coordinating programme promotion and internship; handling student matters; organising events / seminars / student learning activities; carrying out general administrative duties and other duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience in tertiary education sector. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua), with excellent communication and interpersonal skills, and literate in computer applications / software including MS Word, Excel, PowerPoint, Chinese Word Processing, Web applications and Canva. Applicants should also be a good team player, attentive to details, selfmotivated and meticulous. They should also be able to prioritise multiple tasks efficiently to meet tight deadlines.

Shortlisted candidates will be invited to attend a written test.

For information on the Department, please visit: <https://ses.eduhk.hk>.

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 **11 May 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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