

Assistant Project Manager (Ref: 2600262)
Department of Science and Environmental Studies

The appointee will be responsible for providing administrative support to the Department Head to manage the Department's daily operations; carrying out duties relating to finance, general administration and personnel management; and any other duties and projects as assigned by the University management.

Applicants should have a Bachelor's degree with at least 7 years of post-qualification working experience, preferably with administrative experience in tertiary institutions. Strong organisational, analytical and reasoning mind, excellent writing and problem-solving skills are essential. They should be highly proficient in both English and Chinese (including Putonghua), a good team player, attentive to details, highly self-motivated and able to work under strict timelines. Ample experience in dealing with multi-tasks will be an advantage.

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 **7 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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