

Executive Assistant (Ref: 2600381)
Alumni Affairs and Development Office

The appointee will be assigned to (a) assist in planning, designing and managing promotional and publicity channels, including websites and social media, covering revamping, content editing and the production of videos and multi-media content; (b) assist in handling issues in relation to alumni associations; (c) support supervisors in the planning and execution of campaigns, events and activities; (d) coordinate the production of promotional and publicity materials; (e) procure relevant goods and services and liaise with vendors / service providers to ensure quality deliverables; (f) handle alumni data and enquiries; (g) conduct research, analyse data, summarise findings and compile reports; and (h) perform any other duties as assigned. The appointee may be required to work overtime and irregular hours, and on Saturdays, Sundays and public holidays, and perform outdoor duties as well.

Applicants should possess a recognised Bachelor's degree, preferably with relevant post-qualification work experience. Proficiency in design software such as Canva and Adobe Creative Suite, competence in video production (including filming and editing), experience in database management, and demonstrated ability in using AI tools for content creation, analytics and workflow enhancement will be advantageous.

They should be innovative, self-motivated and attentive to details, with the ability to work both independently and collaboratively in a team environment. Strong command of written and spoken English and Chinese (Cantonese and Putonghua) is required, along with proficiency in MS Office and contemporary digital platforms. Experience in managing social media channels and producing engaging online content will be highly valued. Fresh graduates who can demonstrate the requisite skills and potential are also welcome to apply.

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 **3 June 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>.

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