

香港教育大學（教大）于 1994 年创校，并于 2016 年正式获颁大学名銜，是一所获政府资助的大学，致力通过多元化的学术、专业及研究课程，推动师范教育及相关学科的发展。教大以成为亚太区以至全球领先的大学为目标，专注于教育及跨学科研究、发展与创新，并致力培育卓越而具爱心的教育工作者及专业人才，同时积极提升学术研究的社会影响力。

教大现有学术及教学人员约 450 名，学生总人数约 11,000 人。大学设有研究生院及三个学院，分别为教育及人类发展学院、人文学院，以及文理及社会科学学院，合共涵盖 15 个学术系别。此外，大学亦设有两所学院，分别为教育发展与创新中心及应用政策研究与教育未来学院，以及多个大学级别的研究中心及学院级别的研究与专业发展中心。如欲了解更多有关教大的信息，请浏览 [www.eduhk.hk](http://www.eduhk.hk)。

港教大深圳教育發展中心（EdUHK Shenzhen Educational Development Centre，简称 SZEDC）是香港教育大学在深圳设立的专业培训机构，旨在为粤港澳大湾区提供高质量的教师专业发展项目、跨境教育交流活动及各类培训课程。

教大现正招募优秀专业人才，出任驻深圳职位。

## 行政主任 港教大深圳教育發展中心

行政主任负责协助港教大深圳教育發展中心(SZEDC)日常运作与项目执行，确保活动与培训项目从策划到收尾的全流程有序推进；同时负责行政后勤、对外联络与推广支持，维护中心专业形象与合作关系。

### 岗位职责

- 协助总经理及副总经理执行 SZEDC 的活动计划及绩效考核指标；
- 统筹培训项目全流程管理，包括需求梳理、方案拟定、日程安排、讲者协调、现场执行、成效收集及总结评估，确保项目高效推进并形成闭环；
- 主动协助开拓培训合作机会，建立及拓展合作关系，与政府部门、学校、企业、讲者、学员及其他合作机构保持专业沟通，协助维护及拓展合作关系；
- 为 SZEDC 举办的培训项目、课程、科目及各类会议、活动、研讨会和大型活动提供全面行政支持；
- 负责起草各类运营方案、工作报告、项目总结及其他相关文件；
- 整理和分析报名数据、出席率、满意度调查、学员反馈、活动成果及合作进展，协助编制关键绩效考核指标汇报、年度报告及项目改进分析；
- 协助整理课程简介、活动宣传资料、合作沟通文本及推广内容，支持 SZEDC 在深圳的品牌建设及专业形象推广；
- 管理微信公众号、视频号、小红书、抖音等新媒体及社交平台的基础内容整理与推广工作；
- 负责 SZEDC 日常行政事务，包括办公室运作、采购安排、设施与场地管理、预算执行、支出监控及成本效益优化；
- 协调培训日程安排、报名管理及学员注册，包括发送邀请函及追踪出席情况；
- 提供行政后勤支持，包括处理咨询与投诉、学员报名及证书记录、会场预约、供应商协调及培训预算管理；
- 为 SZEDC 教职员工及管理人员提供行政支持；
- 完成上级交办的其他工作（SZEDC 可根据需要调整上述职责）。

### 任职要求

- 大学本科及以上学历，行政管理、教育学或相关专业优先；
- 具备 3 年及以上培训项目拓展、合作伙伴发展、行政或培训中心/教育机构工作经验；
- 有培训项目管理、市场开拓、场地管理或活动策划经验者优先；
- 良好的中、英文书面及口头表达能力，能以英文进行日常工作沟通；粤语会话能力者优先；

- 注重细节，能同时处理多项任务，具备出色的组织及沟通能力；
- 熟练使用 Microsoft Office 办公软件，具备常用数碼工具及生成式 AI 工具应用能力者优先。

## 报名方式

本次招聘由高奧士国际有限公司（KOS International Limited）代表香港教育大学进行搜寻。欢迎有意人士提交申请或推荐，请将求职信及完整个人履历发送至王小姐（Ms April Wang）的电子邮箱：[April.wang@kos-intl.com](mailto:April.wang@kos-intl.com)。如有查询，请致电高奧士深圳办事处：0755 6661 3117。

本校保留不填补该职位或以邀请方式填补该职位的权利。只有入围候选人方会获得通知。申请及推荐将持续接受，直至职位填补为止。申请人所提供的个人资料将用于招聘及其他与聘用相关的用途。有关个人资料收集声明的详情，请参阅 [www.eduhk.hk/jobsopp/index.php?glang=en](http://www.eduhk.hk/jobsopp/index.php?glang=en)。



*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multi-disciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation, and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit [www.eduhk.hk](http://www.eduhk.hk).*

*The EdUHK Shenzhen Educational Development Centre (SZEDC) is a professional training institution established by The Education University of Hong Kong, with the aim of providing high-quality teacher professional development programmes, cross-border educational exchange activities and a wide range of training courses for the Greater Bay Area.*

*EdUHK is currently recruiting high-calibre professionals for roles based in Shenzhen.*

## **ADMINISTRATIVE OFFICER**

### **EdUHK Shenzhen Educational Development Centre, Shenzhen**

The Administrative Officer will provide executive and administrative support to the EdUHK Shenzhen Educational Development Centre (SZEDC), assisting in the planning and implementation of training programmes, courses, conferences and events, while ensuring efficient day-to-day operations of the Centre.

#### **Roles and Responsibilities**

- Assist the General Manager and Associate General Manager in implementing SZEDC's activity/operation plan and performance indicators.
- Oversee end-to-end management of training programmes, from conducting needs assessments and designing curricula, through detailed scheduling and speaker engagement, to on-site delivery, outcomes measurement and evaluation, and preparation of final programme reports to ensure timely completion.
- Support market outreach, partnership development and training opportunity exploration, and maintain professional communication with external stakeholders, as well as support the development and maintenance of collaborative relationships.
- Provide executive and administrative support in the planning and implementation of training programme(s)/course(s)/subject(s) offered by SZEDC, as well as conferences/activities/seminars/events conducted at the Centre.
- Provide executive support in drafting operational plans and other related documentation in a timely manner.
- Compile and analyse enrolment data, attendance rates, satisfaction survey results, participant feedback, event outcomes and partnership progress, and assist in the preparation of Key Performance Indicator reports, annual reports and programme enhancement reviews.
- Develop and refine course information, promotional materials, partnership correspondence and other outreach content to support SZEDC's branding and professional visibility in Shenzhen.
- Manage basic content development and promotion across SZEDC's digital and social media platforms, including Weixin (WeChat) Official Account/Video Account, Xiaohongshu and Douyin.
- Provide administrative and logistical support for SZEDC's operations, such as handling enquiries and complaints, procurement, facility management, record-keeping for enrolments and certifications, venue reservations, and budget management.
- Coordinate training schedules, enrolment administration and participant registration, including issuing invitations and monitoring attendance.
- Provide administrative support to instructors, students and management at the SZEDC.
- Perform any other duties as assigned by the General Manager and/or Associate General Manager.

## Requirements

- Bachelor's degree or equivalent.
- At least 3 years of relevant experience in business or partnership development, programme coordination, or training centre operations
- Experience in training programme development and administration, market outreach, and event coordination would be an advantage.
- Excellent written and spoken Chinese and English, with the ability to use English for routine business communication; Cantonese proficiency would be an advantage.
- Detail-oriented, strong organisational, multi-tasking and interpersonal skills.
- Proficient in Microsoft Office applications; familiar with common digital tools and generative AI applications would be an advantage.

---

## Application / Nomination

The University is being represented in this search by KOS International Limited. Interested parties are invited to submit applications/nominations, together with cover letter and a full curriculum vitae, to Ms April Wang by email to [April.wang@kos-intl.com](mailto:April.wang@kos-intl.com). For enquiries, please call KOS Shenzhen Office: 0755 6661 3117.

The University reserves the right not to fill the position or to fill the position by invitation. Only those who are shortlisted will be contacted. Applications and nominations will be considered until the position is filled. 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 [www.eduhk.hk/jobsopp/index.php?glang=en](http://www.eduhk.hk/jobsopp/index.php?glang=en).