

香港教育大學（教大）于 1994 年创校，并于 2016 年正式获颁大学名衔，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学院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。

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。

行政助理 港教大深圳教育發展中心

行政助理将与行政主任紧密协作，为深圳教育发展中心（SZEDC）提供行政与文书支持，确保中心各项项目与日常事务的高效运作，涵盖课程协调、档案记录与对外联络等工作。

岗位职责

- 与行政主任紧密合作，协助总经理及副总经理落实 SZEDC 的活动计划及绩效考核指标；
- 为 SZEDC 各类培训项目/课程/科目及会议/活动/研讨会/大型活动提供行政及文秘支持；
- 协助处理中心日常行政事务，确保中心项目及日常活动高效运转；
- 为教职员工及管理人员提供支持，协调项目/课程后勤工作，维护相关记录；
- 协助培训日程协调、报名及证书记录管理以及其他运营事务包括处理咨询与投诉、采购事务、设施与场地管理、会场预订，以及预算管理；
- 负责整理宣传素材：整理活动图片、短视频素材、学员反馈及活动花絮，支持中心活动报道与宣传工作；
- 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；
- 建议具备 1 - 2 年本科毕业后工作经验；
- 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，具备出色的组织及沟通能力；
- 熟练使用 Microsoft Office 办公软件，具备常用数字工具及生成式 AI 工具应用能力者优先。

报名方式

本次招聘由高奥士国际有限公司（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。如有查询，请致电高奥士深圳办事处：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/jobsoff/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.

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 ASSISTANT

EdUHK Shenzhen Educational Development Centre, Shenzhen

The Administrative Assistant will provide administrative and clerical support to EdUHK Shenzhen Educational Development Centre (SZEDC), working closely with the Administrative Officer to ensure the efficient operation of the Centre's programmes and daily activities, including course coordination, record-keeping and stakeholder liaison.

Roles and Responsibilities

- Work closely with the Administrative Officer to assist the General Manager and Associate General Manager in implementing SZEDC's activity/operation plan and performance indicators.
- Provide administrative and clerical support to ensure efficient operation of SZEDC's programmes and daily activities.
- Support instructors, students and management by coordinating programme/course logistics, maintaining records, and acting as a point of contact for enquiries.
- Provide administrative and clerical support in the implementation of training programme(s)/course(s)/subject(s) offered by SZEDC, as well as conferences/activities/seminars/events conducted at the Centre.
- Coordinate training schedules, bookings and participant registrations, including sending invitations and tracking attendance.
- Provide 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.
- Responsible for preparing promotional materials: organise event photographs, short-form video clips, participant feedback and event highlights to support centre publicity and marketing activities.
- Perform any other duties as assigned by the General Manager and/or Associate General Manager.

Requirements

- Bachelor's degree or above.
- 1-2 years of post-qualification experience is preferred.
- Excellent written and spoken Chinese and English; Cantonese proficiency would be an advantage.
- Detail-oriented, strong organisational and interpersonal skills.
- Proficient in Microsoft Office; 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. 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.