

**Executive Assistant (Ref: 2600227)
Estates Office**

The appointees will be responsible for providing frontline services including manning the counter, receiving calls and administrating departmental email accounts; maintaining departmental digital records, handling and distributing defects and other services requests; handling car parking applications; supervising a team of office attendants/clerks to render daily mailings, internal mails/intra-campus mails and local/international courier services for the University departments; recording daily departmental services expenses and preparing relevant charge-back reports to the Finance Office on a regular basis; responsible for reviewing, devising and implementing automated procedures to enhance work efficiency, security and productivity.

Applicants should have a Bachelor degree, preferably with some years of relevant working experience preferably in the tertiary sector. They should have good customer service and communications skills, the ability to work independently and under pressure, and be a good team player. Applicants should also be fluent in both English and Chinese (including Putonghua) and literate in computer applications. Possession of IT knowledge/skills and latest AI applications will be an advantage.

Shortlisted candidates may be invited for a written test.

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 **23 July 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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