

## **Executive Assistant (Ref: 2600775) Office of the Chief Information Officer**

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides essential IT services that support the University's teaching, learning, research and administrative activities with a strong emphasis on staff development and professional growth. We are seeking a detail-oriented Executive Assistant to join our Governance & Administration Team.

### **Key Responsibilities:**

The appointee will be responsible for:

- providing comprehensive administrative and secretarial support to committees, project teams, and meetings;
- managing user accounts, compiling statistical data reports, and assisting in general office administration;
- drafting, editing, and reviewing a variety of IT-related content, including webpages, announcements, and user guides; and
- handling user enquiries and performing any other duties as assigned by supervisors.

### **Qualifications:**

The ideal candidate should have:

- a recognised Bachelor's degree with good interpersonal and communication skills;
- high proficiency in both written and spoken English and Chinese (including Putonghua);
- good IT skills and teamwork, be self-motivated, detail-oriented, and capable of multi-tasking effectively under pressure; and
- relevant work experience in graphic design or within the tertiary education sector will definitely be an advantage.

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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 **10 September 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>.

**EdUHK is an Equal Opportunities Employer.**

