

Executive Assistant (Ref: 2600785)

Registry (Academic Secretariat and Quality Assurance Section)

The appointee will provide administrative and secretarial support to the Academic Secretariat and Quality Assurance Section of the Registry. Major duties include providing secretarial and logistical support for committees and meetings related to quality assurance, learning and teaching, quality audits and review exercises; assisting in maintaining handbooks, databases and websites related to programme quality and enhancement; performing general administrative and clerical duties, including office management, coordination of facilities maintenance, filing, reception, financial and personnel matters, statistics and research, and liaison with departments, students and external bodies; assisting with University events; travelling outside of Hong Kong and undertaking work as assigned by the University, where necessary; and performing any other duties assigned by the supervisors.

Applicants should hold a Bachelor's degree, preferably with relevant post-qualification working experience in the tertiary education sector. They should possess good interpersonal and organisational skills, be proficient in English and Chinese (both Cantonese and Putonghua), and have good computer literacy, including Microsoft Word, Excel, PowerPoint and AI tools. Applicants should be responsible, attentive to detail and able to work independently.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **15 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. 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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