

Executive Assistant (Ref: 2600630) Estates Office

The appointee will provide administrative and operational support to the Estates Office, including but not limited to: (1) assisting the Manager in budget control, including updating budget records, monitoring expenditure status and project progress, supporting monthly cashflow forecasts, and maintaining expenditure documentation; (2) checking and processing payments, and maintaining accurate payment records; (3) maintaining and updating the campus space inventory; conducting space and room audits and on-site inspections; (4) assisting in the organization and execution of venue utilization surveys; (5) inputting, collecting, compiling, and analyzing data for reporting and planning purposes; (6) providing support for estate-related functions, including facility and project management tasks; (7) performing any other duties as assigned by the Office.

The candidate should possess (1) a Degree, preferably in Quantity Surveying or Architecture or Construction related disciplines and ideally with some post-qualification working; (2) proficiency in MS Office applications (Word, Excel, PowerPoint). Familiarity with relevant AI skills will be an advantage; (3) good command of written and spoken English and Chinese; (4) a self-motivated character with a strong sense of responsibility and the ability to meet tight deadlines. Preference will be given to candidates with knowledge of BIM/AutoCAD or related software, or with experience in tertiary institutions.

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 **18 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/jobsoff/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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