

Executive Assistant (Ref: 2600572)
Estates Office (work under Campus Management Section)

The appointee will work under the Campus Management Section of the Estates Office in performing daily campus management functions / services primarily in (i) campus cleaning and transportation, or campus security and event support and (ii) other office administration tasks. He/she may also be required to provide support for other campus services, including campus security / cleaning, landscaping, transportation, management of in-house drivers and the vehicle pool, inventory control of campus management tools, equipment, cleaning consumables and supplies, payment processing, and on-campus residential quarters, etc. He/she will be required to coordinate and supervise the work of out-sourced services contractors, such as cleaners and security personnel, and perform other administrative duties, such as preparing notices, correspondences, reports and presentation slides, providing secretarial support for meetings and perform any other duties as assigned by supervisors. The appointee may be required to work during non-office hours, public holidays and on duty during inclement weather in case of emergency. The work location is the Tai Po Campus, but he/she may be required to work at other University premises as and when required.

Applicants should have a Bachelor's degree. Those with at least 2 years of full-time post-qualification work experience in the Property/Facility Management field gained in the tertiary education sector are highly preferred. They should be responsible, highly self-motivated, and able to work independently and under pressure. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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](http://www.eduhk.hk/jobsoff/index.php?glang=en) and upload a full CV on or before **22 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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