

Executive Assistant (Ref: 2600841)
Faculty of Education and Human Development

The appointee will be responsible for providing administrative and logistic support for Faculty operations and facilities, including mailing services; providing executive support for Faculty meetings, events and committees; supporting Faculty-level learning and teaching award schemes and grants; assisting in Faculty projects and initiatives; and performing other duties as assigned by supervisor(s). The appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in the tertiary education sector. They should be proficient in both English and Chinese; attentive to details, self-motivated and have strong communication and organisation skills. They should be proficient in computer applications (including Microsoft 365). They should be adept at a multi-tasking work environment, able to work under tight deadlines and demonstrate the ability to work both independently and as a team.

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 **6 October 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/jobsofp/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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