

Executive Assistant (Ref: 2600852)

Department of Science and Environmental Studies

The appointee will be responsible for providing executive support to the postgraduate programme administration; student enrollment; timetabling exercises; liaising with internal and external bodies; programme development, implementation and review; coordinating programme promotion and internship; handling student matters; organising events/seminars/student learning activities; carrying out general administrative duties and any other duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience in the tertiary education sector. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua), with excellent communication and interpersonal skills, and literate in computer applications/software including MS Word, Excel, PowerPoint, Chinese Word Processing, Web applications and Canva. Applicants should also be a good team player, attentive to detail, self-motivated and meticulous. He/She should also be able to prioritise multiple tasks efficiently to meet tight deadlines.

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 **16 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/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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