

Executive Assistant (Ref: 2600901)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing administrative support to the strategic development of the Faculty, including handling matters relating to research and postgraduate programme administration; assisting in database management, dataset analysis and workflow optimisation; liaising with internal and external stakeholders; supporting faculty coordination and event management; providing support to the internal RAE and carrying out other job duties as assigned by supervisors. The appointment will be for two years with reappointment subject to mutual agreement and funding availability.

Applicants should have a Bachelor's Degree, preferably with some post-qualification experience in tertiary institutions. Those with experience in research support are highly desirable. They should be proficient in both English and Chinese, and possess strong interpersonal, time management, organisational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under strict timelines.

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 **28 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/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. 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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