香港教育大學
The Education University of Hong Kong

Executive Assistant (Ref: 2600972)
Department of Mathematics and Information Technology

The appointee will be responsible for performing general administrative duties within the Department of Mathematics and Information Technology. This includes providing administrative support for programmes and courses, student activities, departmental functions, and overall office operations. Additionally, the appointee may be assigned other administrative tasks as directed by his/her supervisor. The appointment is initially for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should hold a recognised Bachelor's Degree and demonstrate high proficiency in both English and Chinese. They should also be team-oriented, detail-oriented, well-organised, and self-motivated.

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 **25 November 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.

Further information about the University is available at *http://www.eduhk.hk.*

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