香港教育大學
The Education University of Hong Kong

Executive Assistant (Ref: 2601013)
Graduate School

The appointee will be responsible for providing administrative support to projects and programmes under the Graduate School. Main duties include assisting in student admission and registration activities; administering and managing the content of the admission system; gathering admission statistics and information in support of report production; liaising with programme management personnel, students, and departments; and performing any other duties, including administrative work, as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience. They should have good interpersonal and communication skills and the ability to work independently and as a team member. They should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Applicants with working experience in local tertiary education institutions are preferred.

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 7 December 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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