

Executive Officer II / Executive Assistant (Ref: 2000097) Graduate School

The appointee will be responsible for providing administrative support to the Graduate School including quality assurance and administration of postgraduate programmes. Main duties include drafting policies and guidelines, writing administrative papers and reports, assisting in the planning and implementation of postgraduate programmes; serving as Secretary to Boards and Committees; mentoring junior ranked staff; liaising with programme management personnel, departments and external bodies; and performing any other duties as assigned by the supervisor.

Applicants should have a recognised degree with several years of post-qualification working experience. Applicants with working experience in local tertiary education institutions are preferred. They should also have good interpersonal and communication skills, the ability to work independently and work as a good team coordinator and player; handle multi-tasks in an organized manner; be highly proficient in both English and Chinese (including Putonghua), and be able to work under tight timeline. Applicants with less experience will be considered for the post of Executive Assistant.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 **5 October 2020**. 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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