Executive Officer II / Executive Assistant (Ref: EOII/ExeA/VP(AC)&Pr/0120)
Office of the Vice President (Academic) and Provost

The appointee will provide a wide range of administrative support in relation to the work portfolio of Vice President (Academic) and Provost [VP(AC) & Pr] as well as the general operation of the Office. He/She will be responsible for providing secretarial and executive support to committees, meetings and projects, as well as supporting the planning and organisation of functions, activities and events. The appointee should work closely with internal and external parties in discharging the responsibilities and perform other duties as assigned by VP(AC) & Pr and his delegate(s).

Applicants should have a Bachelor’s degree with several years of post-qualification working experience preferably gained in tertiary education setting. They should be highly proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a good team player. Applicants with less experience may 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.

Application Forms are obtainable from (a) http://www.edu.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro2@edu.hk or by post to the above address. Review of applications will start from 31 January 2020, and will continue until the post is filled. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.edu.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.edu.hk.

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