

## **Executive Assistant (Ref: ExeA/0920)**

The appointees will be responsible for providing general administrative support to the Department, which includes supporting programme/course, events/activities, and secretarial support to committees/boards/meetings; drafting documents and correspondence; compiling statistical reports; summarizing and analyzing data; providing support to hall admission exercise and hall-life education activities; managing the University's social media channels; liaising with internal and external parties; and performing any other duties as assigned by supervising officers.

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

Applicants who have responded to the previous advertisements of the same position (Ref: ExeA/0520) need not re-apply.

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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.eduhk.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 [hro3@eduhk.hk](mailto:hro3@eduhk.hk) or by post to the above address on or before **9 October 2020**. 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.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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